Your DOP password must meet the following criteria:
  o At least 7 characters long
  o Contains characters from at least three of the following categories
    o English uppercase characters (A - Z)
    o English lowercase characters (a - z)
    o Numbers (0 - 9)
    o Symbols (e.g. !@#$%)

A. To change your DOP password:
Note: If you have saved your password on a shared/network folder, disconnect them before changing your password to prevent your account from being locked out.
  1. Open My Computers
  2. Goto Tools > Disconnect Network Drive
  3. Highlight all drives and click Ok.

  4. Open a web browser and goto https://dop.hawaii.edu/exchange (note the “s” after “http”), or click on the “Check Your Email” link from the DOP website (http://dop.hawaii.edu).
  5. Accept any security alerts.
  6. Login with your DOP username and password
  7. Click Options on the left bar

  8. Scroll down and click the Change Password button

  9. Enter Domain: dop.hawaii.edu
  10. Enter Account: your DOP username
  11. Enter your Old password, New password, and re-enter your New password (see criteria above).
12. Click Ok, and your password will be updated. Note that this will also change your password for DOP shared/network folders.

If you are a mobile device user and sync your DOP emails, contacts, and/or calendar items, you will need to update your password on your mobile device to resume synching.

**B. Reconnect shared/network drive**
1. Open My Computers
2. Goto Tools > Map Network Drive
3. *Folder* field: click the drop down to select the folder you want to access
4. Check the *Reconnect at logon* box
5. Click Finish
6. Login with your DOP Email address and new password.