ACTIVATING YOUR 4J EMAIL ACCOUNT
(Please read carefully)

Please follow these instructions to activate your email account and set your password. Note that this password is for 4J wifi and 4J email, as well as Synergy and Lawson. **You cannot access your accounts until you create a new password.**

1. Go to the 4J homepage: www.4j.lane.edu. On the black bar, click on Staff. From the dropdown menu, choose Change Password.

2. In the ‘username’ field enter your username. The default username for new employees is their last name, followed by an underscore, followed by the first initial of their first name. In some cases the first two letters of the first name might be used depending on how common the name is. Example: Johnny Depp’s username would be depp_j.

3. In the ‘current password’ field, enter the last four digits of your social security number with the word ‘password’ attached. Example: Johnny Depp would enter 6543password.

4. In the ‘new password’ field, create a password that meets the following criteria: In the first eight characters you must include:
   - one number
   - one lower-case letter
   - one upper-case letter

   Passwords also:
   - must be at least eight characters long
   - must not include a word from the dictionary
   - must not contain your username

   Some examples of good passwords are: B1@cKperL, tR3@5ure, or 2Pir@te$. Please do not use any of these examples as your password.

5. In the ‘retype password’ field, enter your new password again. Click ‘update password.’ You will see a popup window telling you your password was successfully updated. You may now login to your accounts using your new password.

If you need additional assistance, please call the Technology Help Desk at x7777.