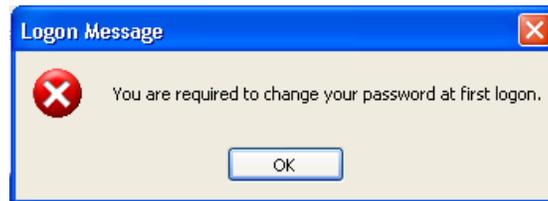


What to Expect: “User Must Change Password at Next Logon”

There are times when it is necessary to require a user to change their password to something only he or she knows the next time they logon to a computer that is connected to a campus network. This can happen when their account is first created, when their password has been forgotten or compromised, or when their initial password has been set to something that is easy for others to guess. It is important to remember that currently, passwords must be a minimum of 4 characters in length.

- When your account has been set to require you to enter a new password, you will be presented with the following dialog box the first or next time you logon to a computer connected to the campus network:



- After you select “OK”, you will be presented with the following dialog box:



- Enter your new password in both the “New Password” and “Confirm New Password” text boxes.
- If what you enter in the two boxes isn’t exactly the same or is less than 4 characters, you will be prompted to re-enter your new password in both boxes again.
- If what you enter in the two boxes is exactly the same and is at least 4 characters long, you will be presented with the following dialog box that tells you that you have successfully changed your password.



Network Account Password Strategies

When you choose a password to assign to your network account, it is a good idea to try to strike a balance between choosing something that is easy for you to remember, and something that is difficult for others to guess.

- Plan ahead. It is a good idea to take some time before you are actually in the process of changing your password to think of one that will be easy for you to remember every time you login afterwards.

- Base your password on something you have already committed to memory, but is also something that others are not likely to know.
 - A locker combination (e.g. L22R46L34).
 - A telephone number from a previous duty station.

OR

- Base your password on something that is very easy for you to commit to memory now, but is not something others are likely to guess.
 - Two unrelated words put together (e.g. "ShoesTires").
 - Split a word in two with a number or numbers ("Foot3ball", "Clari18net")
 - Split a word in two with a special character or characters ("Foot[ball", "Clari^&net")
 - Combine random syllables into a word and add a number ("banilum4", "telupson6")