



How to Change Your Windows Password

To change your password, take ONE of the following actions:

1. If this is the first time you are logging into a PNHS Windows computer, log in with the username and password you were provided. You will be prompted to change it as soon as you log in.

— OR —

2. While logged in, press CTRL + ALT + DEL at the same time. You will get a menu with 6 buttons on it. Click on the change password button. In the boxes, enter your old password in the middle box. Then enter your new password in each of the bottom two boxes. Click on the OK button.

The guide below will aid you in setting a new password that meets our complexity and length requirements.

PASSWORD REQUIREMENTS

This guide has was originally written by Microsoft at http://www.microsoft.com/resources/documentation/WindowsServ/2003/enterprise/proddocs/en-us/windows_password_tips.asp and modified to include Pharmacy, Nursing, and Health Science's requirements.

Strong passwords

The role that passwords play in securing an organization's network is often underestimated and overlooked. Passwords provide the first line of defense against unauthorized access to your private files.

A strong password:

- Is at least nine (9) characters long.
- May not contain your user name, real name, or company name.
- May not contain a complete dictionary word.
- Is significantly different from previous passwords. Passwords that increment (*Password1, Password2, Password3...*) are not strong.
- Must contain characters from *three* of the following four groups:

Group	Examples
Uppercase letters	A, B, C ...
Lowercase letters	a, b, c ...
Numerals	0, 1, 2, 3, 4, 5, 6, 7, 8, 9
Symbols found on the keyboard. (All keyboard characters not defined as letters or numerals, however, the space bar does not count.)	` ~ ! @ # \$ % ^ & * () _ + - = { } [] \ : ; ' < > ? , . /

An example of a strong password is "J*p2leO4>F". Using the first letter of each word of a phrase or line of a song will often help you create a memorable secure password. Also, you can change some of the letters out for numbers or symbols that look like the letters. A good sample password based on "To be or not to be, that is the question" would be "2B0n2b-t1t?".

A password can meet most of the criteria of a strong password but still be rather weak. For example, *Hello2U!* is a relatively weak password even though it meets most of the criteria for a strong password and also meets the complexity requirements of password policy. *H1e1Z12o* is a strong password because the dictionary word is interspersed with symbols, numbers, and other letters.

If you must have your password written down, please do not put it under your keyboard or phone, or on a post-it note on your monitor. Choose a book on your shelf and put it in one of them. You will know quickly which book you used, however, somebody walking into your office wouldn't likely be able to guess.

Also, please note that our acceptable use policy forbids the sharing of usernames and passwords with anybody else.

The PNHS Acceptable Use Policy is available at <http://www.pnhs.purdue.edu/faq/aup.php>.