

Ever get the message that your password has expired when you try to log in? Want to change your password just to strengthen security? This StrikeNote will help you set up a new password.

Password Requirements

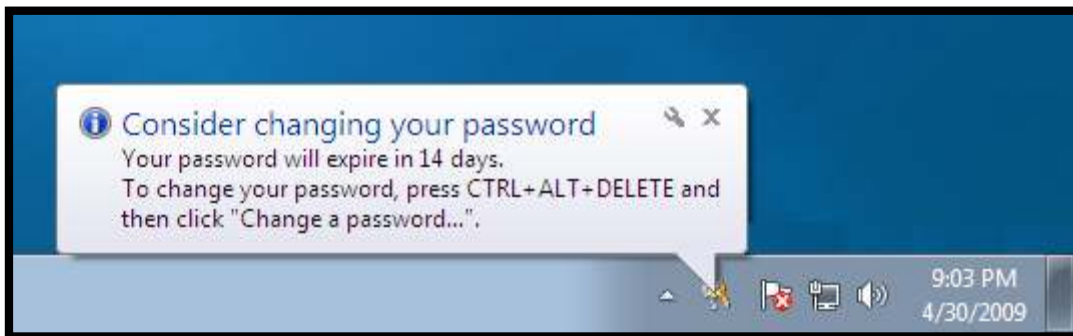
Considering the password requirements below, you will need to think of a new password.

- New password may not be any of the last 6 passwords used
- Password must be complex
 - Not contain the user's account name or parts of the user's full name that exceed two consecutive characters
 - Be at least six characters in length
 - Contain characters from three of the following four categories:
 - English uppercase characters (A through Z)
 - English lowercase characters (a through z)
 - Base 10 digits (0 through 9)
 - Non-alphabetic characters (for example, !, \$, #, %)

NOTE: This password policy affects your both your computer account and email account, but no other applications. (Note: Any other time it is best practice to vary your passwords for any account you hold and to change your passwords regularly.)

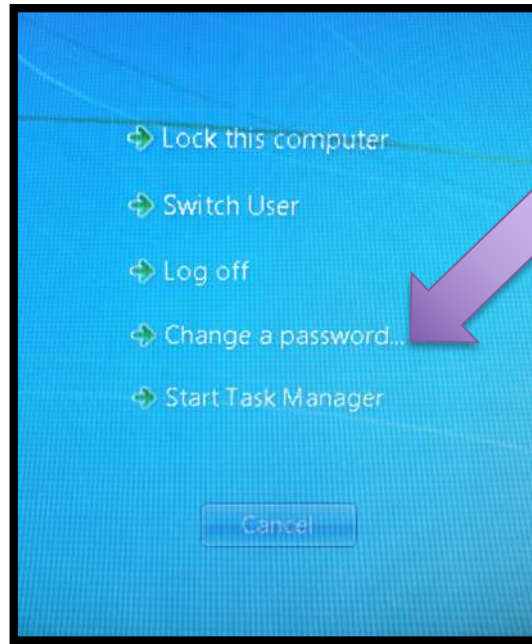
Password Alert

As the time approaches for you to change your password, you will see an icon resembling a set of keys in the system tray in the lower right of your desktop. (These will be near the volume and network icons.) This reminder is to let you know how many days you have until your password expires. Don't wait! Letting your password expire can lock you out of your computer and email until your password is reset.



Changing your Password Anytime

To change your password anytime, press Control + Alt + Delete while you are using your computer. You will see this screen. Click "Change a password..."



Enter your old password in the second blank. In the third blank, enter your new password. Then confirm your new password by entering it again in the fourth blank. Then click the arrow.



Changing the Password When Prompted at the Login Screen

At the beginning of a new school year or very 45 days, your computer will prompt you to change your log-in password. Click OK when you see the message below.



Your username and old password will automatically be inserted in the top two spaces. In the third blank, enter your new password. Then confirm your new password by entering it again in the fourth blank. Then click the arrow.



Some important things to remember about your computer and email account password...

- When you change your password for your computer, it will take about 20 minutes for the new password to sync in the cloud for email. Once the sync is complete, you can access your email.
- Do not ignore messages about your password expiring. Once it has expired you will not be able to login to your computer and you will need to complete a ticket to have your password reset.
- Passwords **must not** be written down on notes and posted near computers where students can see them. If you need to remember your password, enter it into a note on your phone. Make sure you secure your phone with a passcode.
- NEVER give your password to another co-worker or student and ALWAYS sign out of your account before allowing anyone access to your computer.
- If you complete a ticket to request help from the IT department to resolve an issue, the members of the department may need access to your account. An HCS TechTeam member may ask you to enter your password into the computer for them or may request that you update your ticket, providing us with your current password.