

How to

Change Network Password

1. To change your AD.CU.EDU password (password used to logon to your computer)

- a. Press Ctrl Alt Delete at the same time to bring up the Windows Security screen.
- b. Choose "Change Password"
- c. On the "Change Password Screen" enter the old password, enter the new password, and then enter the new password again in the "confirm new password" box. Press Enter.
- d. At this point your Network password (AD.CU.EDU Domain) should be changed.

2. Password policy is:

- a. Password must be a minimum of eight (8) characters long with the following complexity requirements:
 - a. Password must contain a combination of letters and numbers.
 - b. Password must have at least 1 capital letter.
 - c. Password must contain at least 1 special character (!*?@\$).
 - d. Password must NOT contain any dictionary words or names.
- b. If you choose a password with a minimum of 12 characters, complexity requirements are not needed.
- c. You cannot reuse any of your past 5 passwords.
- d. You must change your password every 180 days.

3. Some tips for building a strong password:

- a. Think of a sentence that you will remember, such as "My son Aiden is three years old."
- b. Use the first letter of each word to create a character string, in this case "msaityo."
- c. Mix in uppercase and lowercase letters and numbers. For example, substitute the number 3 for the word "three," so the password becomes "MsAi3yo."
- d. Substitute some special characters (!*?@\$). Use symbols that look like letters or replace letters with numbers to make the password more complex. For example, "M\$8ni3y0."