Hi All,

We know the new strong password policy is a major pain. It's and even bigger pain for the IT Department because we each have more than a few passwords to remember.

Perhaps these tips will make it a little less painful:

Step 1: Come up with a base word
Pick the name of a pet or any common thing that's easy to remember that will give you at least EIGHT characters. For example, say you once lived in Louisville. You can use that to establish the base of your password and satisfy the required criteria for a strong password. Please don't use something someone who knows a little about you could easily guess.

Remember: You need at least one capital letter and either a number or special character. So, using Louisville as your base word, you can substitute an *!* or *1* for *i* and replace the *s* with *$*—e.g., Lou1$ville or L0u!$ville.

Step 2: Add more characters to the base word.
Pick any four characters to add to the base word.

Step 3: Store your password without worry.
Now, write down the added four characters, along with <u>a clue</u> for the base word (a clue that will ONLY work for you. DON'T write down your whole password). Using our previous example, you would write down *city1xyza*, where *city1* signifies *Louisville* with a 1 and $ and *xyza* represents the four additional characters. You should still hide your password cheat sheet.

So, even written down, this password reference would serve as a reminder of your complete password while revealing nothing to any roaming eyes. (Keep in mind that this example is a 14-character password. While that may be longer than the actual requirement, it may be easier to remember and **very strong**.)

We found this information in this article: **http://tinyurl.com/dm6bn**

Also: Remember to change your password before vacation or extended time away from campus to reset its expiration date. If you are going to be gone for more than 14 days contact the IT Dept to make arrangements so your password will not

expire wile you are off. A password is good for 42 days (60 during the summer) and you get reminded 14 days before it expires.
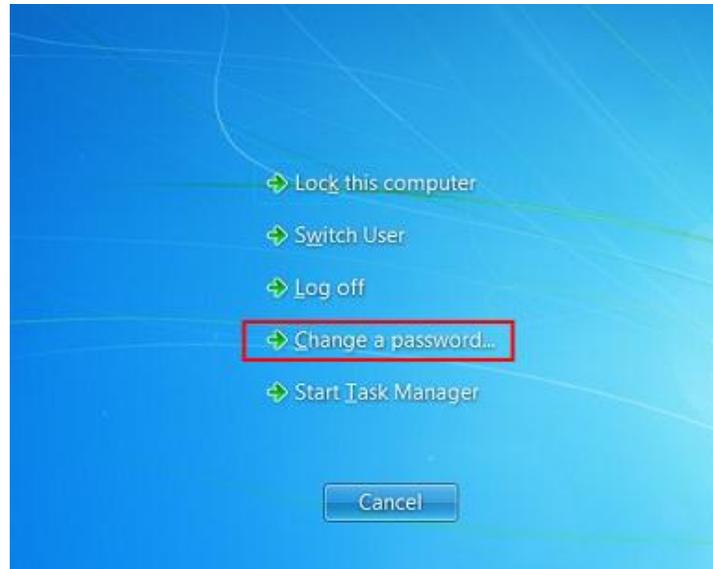
If the new password you entered does not meet the security policy you get this popup:
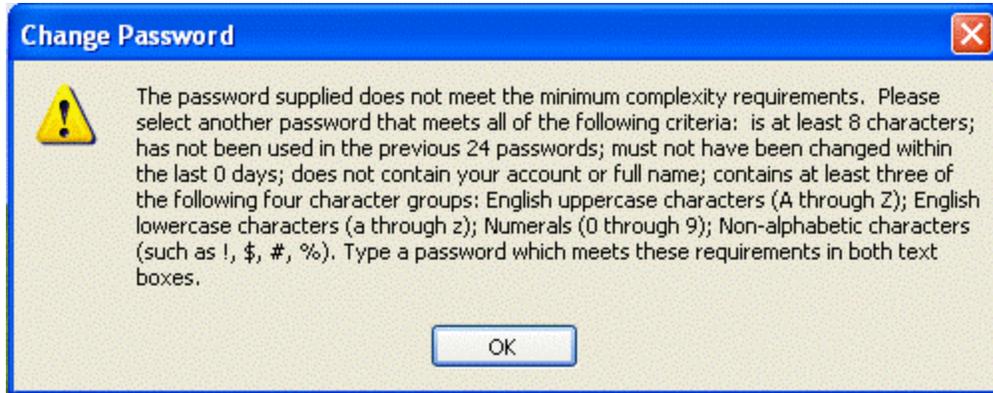
This popup will remind you of the very annoying security policy requirements.

How to change you password from your PVC desktop:

After you have logged in and can see your desktop, press the same keys you used to log in; Ctrl+Alt+Delete at the same time. You should get this popup:

Click the "Change Password…" button and follow the instructions.