## Passwords and E-Mail

Password Requirements:

- Passwords reset every 90 days
- Minimum password length is 6 characters
- Users cannot use the last 5 passwords previously used
- Allowed password attempts is 5. On the fifth attempt, the username is locked.
- Username lock duration is only 5 minutes, unless you keep trying and then the unlock timer will keep getting reset to 5 minutes.
- When passwords are reset or new usernames are created, the default password will be "password". Users will be prompted to change on first login.
- Passwords are always in sync with your E-Mail, Wireless Access and Computer Account logins.

Change your password when logged in:

- Anyone besides students have the option to change their own password at any time as long as they can log into a desktop. To do so, log into any desktop. Press the Ctrl + Alt + Delete keys at the same time. You will get the following screen.
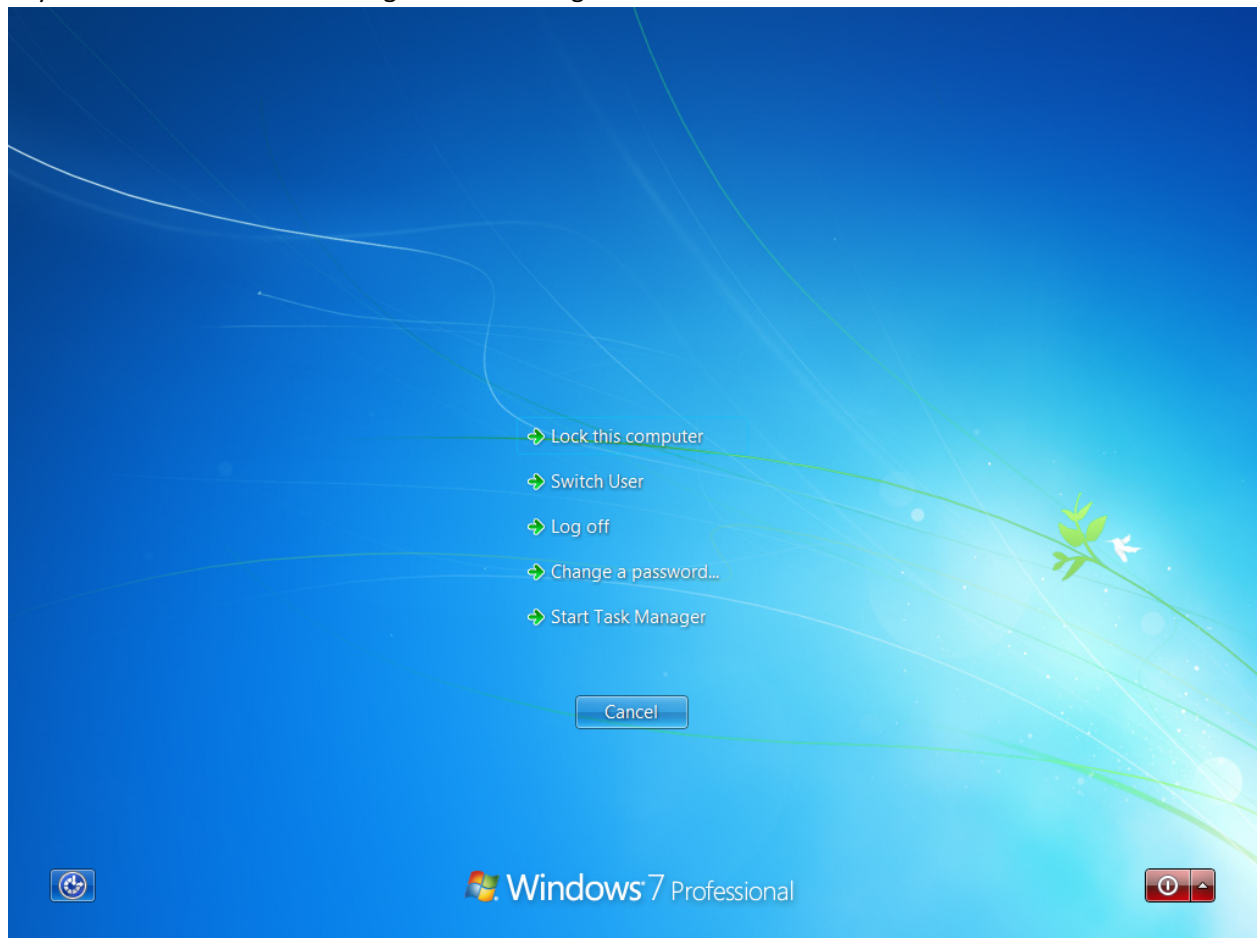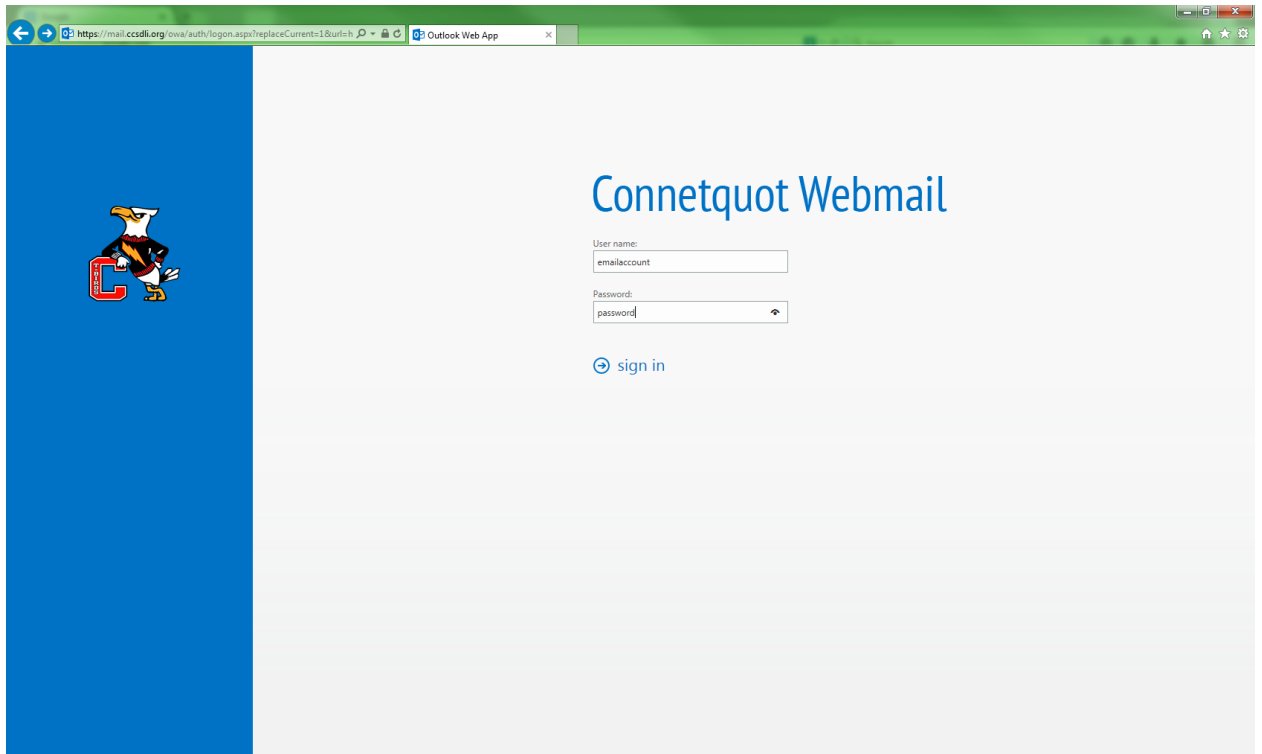
- Click the "Change a password…" link and you will get the following screen
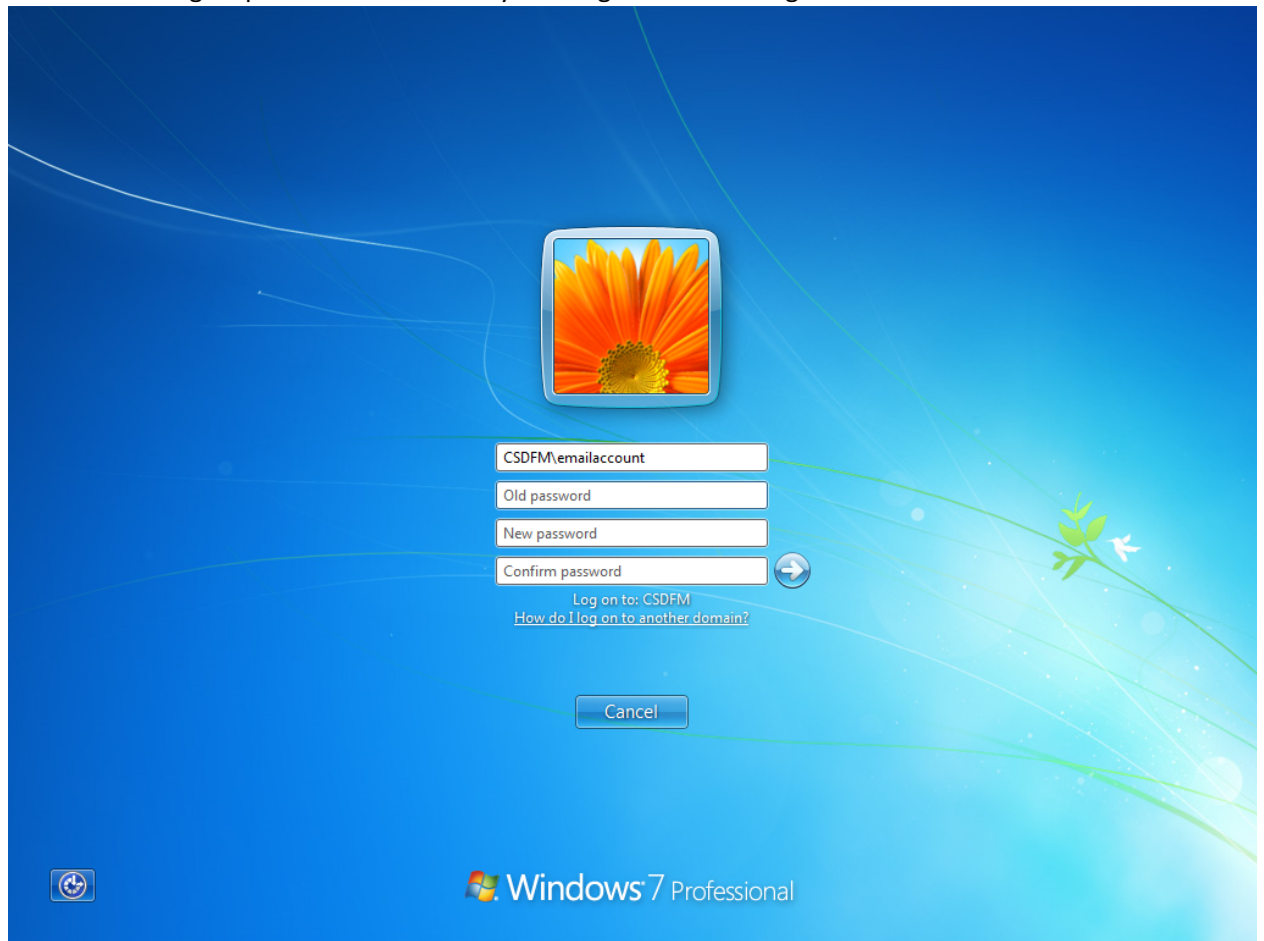
- When the forward arrow is clicked, the password is changed. It is suggested that you log off and log back in again for the system to work optimally.

Reset password on E-Mail Server web page:

- Log into email server web page with current email username and password

- Once entered, you will see the change password screen. In this screen, be sure to add csdfm\ to the username.
- Click "submit" once everything is filled out correctly.
  NOTE: If this is not done correctly, the changing of the password will not work and if done 5 times will lock out the username.

- If done correctly, this will be your next screen.
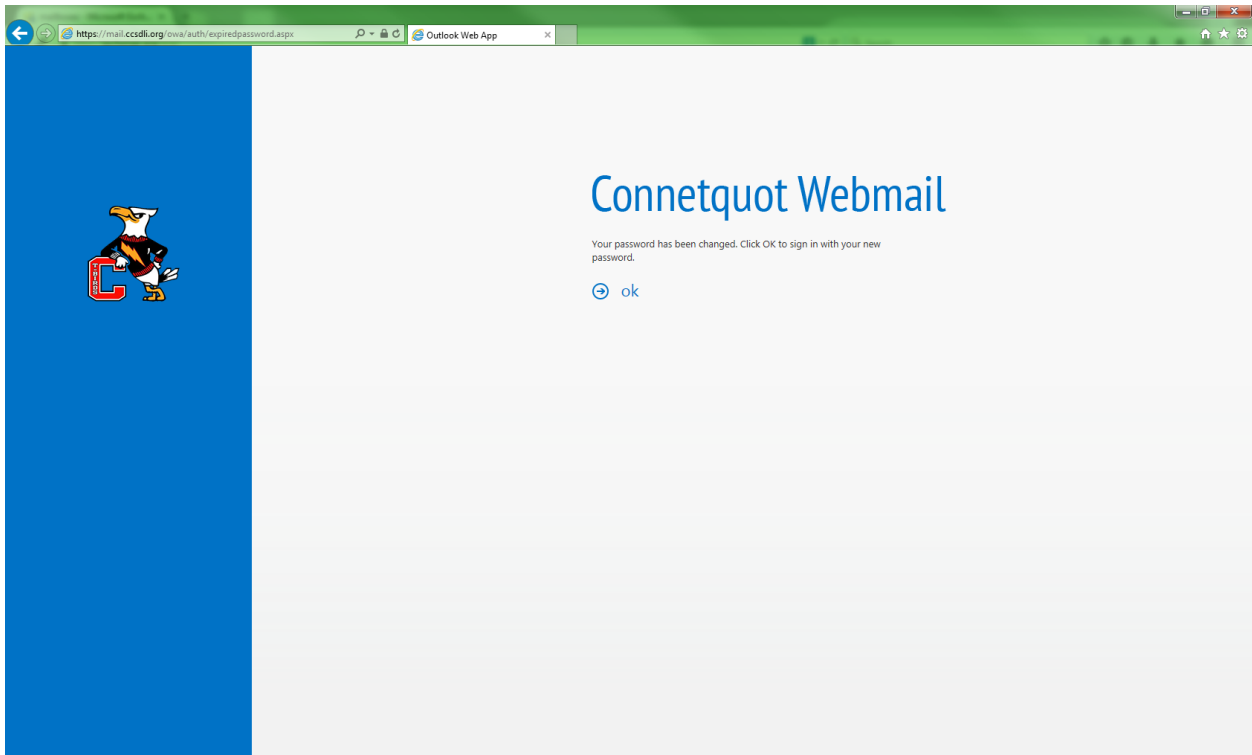
- You can also change your password once you are logged into your email account. To do this click on the Gear in the top right corner of the page and click on "Change password"
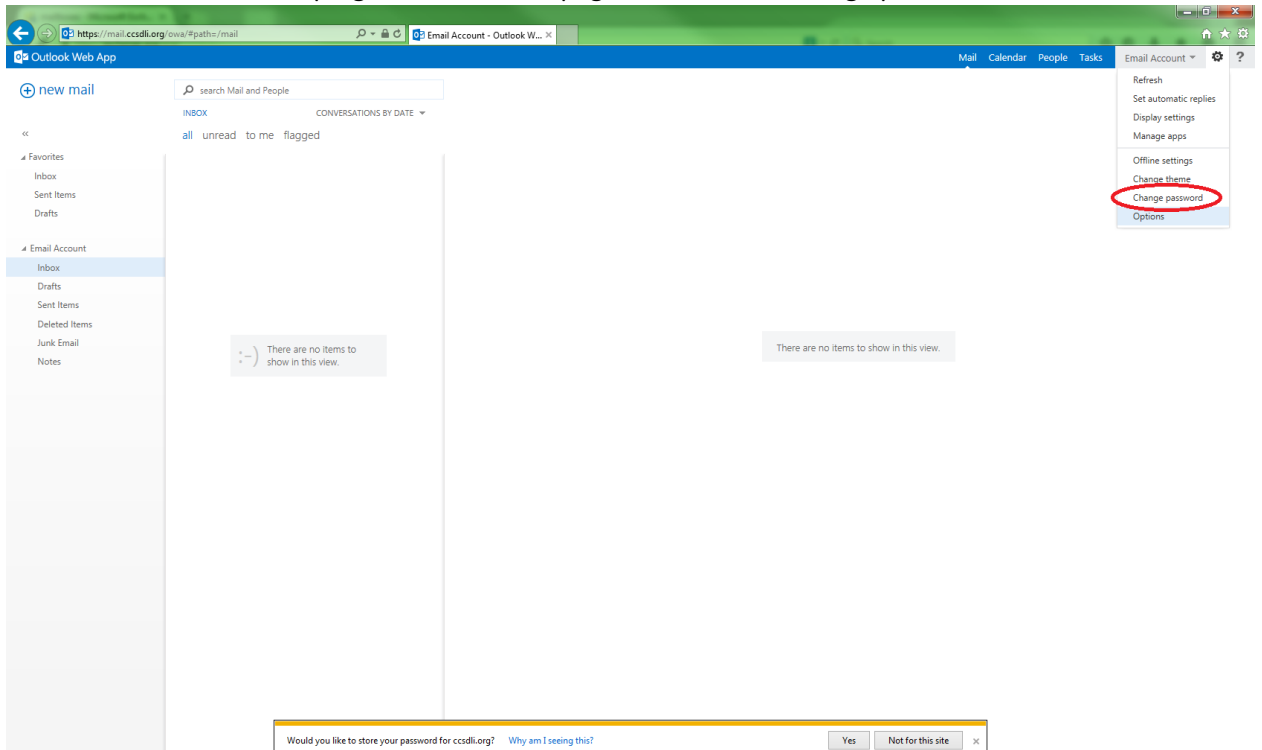
- Follow the prompts to change your password.