

Password Guidelines

Passwords can be changed as often as you like but no less than twice per year (every 180 days). When you start your computer, you may be prompted to change your password. If so, please follow the on-screen prompts and select the "Policy" button to review the guidelines.

If you are **not prompted** to change your password, follow these [Instructions](#) to change your Password for Novell, Windows, GroupWise Instant Messenger, and GW email. Alternatively, some AgProgram GroupWise Instant Messenger, iFolder, and Novell Users can change their network password via the [Web](#).

REMEMBER you password and **DO NOT WRITE** your password(s) down anywhere!

Below are the password guidelines:

Passwords must have a minimum length of 8 characters.

- Passwords must contain a mix of upper and lower case letters and have at least 1 number.
- A number must not be at the end of the password.
- Special characters can be included in the password. The special characters include: !@#\$%^&* _+=?/~`';;<>|\ [].
- Examples of valid passwords are:
 1. mnPawM0m
 2. TpcN@43a
 3. Create a phrase –(Man1nth3M00n, using numbers to replace letters, using characters listed above and a combination of upper and lower case letters
- Examples of invalid passwords are:
 1. pass - too short, must be at least 8 characters long
 2. PASSWORD - needs at least 1 lower case letter
 3. PassWoRD1 - number CANNOT be at the end
- One good suggestion is to use the first letter of the words of a phrase familiar to you, including punctuation marks and upper/lower letters and the password **SHOULD NOT BE**:
 2. your username
 3. your employee number
 4. your name
 5. family member names
 6. your mom's maiden name
 7. your nickname
 8. your social security number
 9. your birthday

10. your license plate number
11. your pet's name
12. your address
13. your phone number
14. the name of your town or city
15. the name of your department
16. street names
17. makes or models of vehicles
18. slang words
19. obscenities
20. technical terms
21. school names, school mascots, or school slogans
22. any information about you that is known or is easy to learn (favorite - food, color, sport, etc.)
23. any popular acronyms
24. words that appear in a dictionary
25. the reverse of any of the above
26. simple substitutions such as the number "0" for the letter "o"

HOW TO CHANGE YOUR WINDOWS PASSWORD

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- * Passwords should contain a mix of upper and lower case letters and have at least 1 number.
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[[.

**Example ** Use a phrase to create your password, e.g. I'manAgg13

To change an existing password for your Computer

- Press CTRL+ALT+DEL.
- Click **Change Password**.
- In **User name**, type the user name of the account that you want to change the password for.
- In **Old Password**, type the existing password.

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- In **New Password** and in **Confirm New Password**, type the new **password**, and then click **OK**.

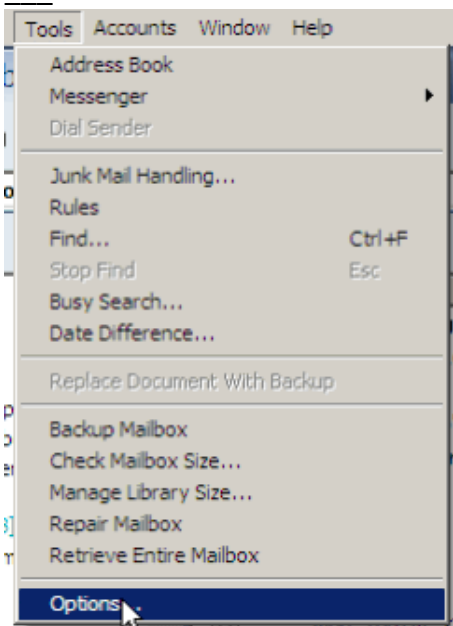
How to Change or Setup your GroupWise Password

*****NOTE*** Computer and GroupWise Passwords are different. For simplicity you may find it easier to change both passwords at the same time.**

- ___1. Review the current password policy by pointing your browser to:
<http://eit.tamu.edu/passwordinfo/passwords.htm> Print for reference - you will need a copy.
- ___2. Open the GroupWise client by clicking on the globe icon.



- ___3. Summary: Use Tools>Options>Security>Password to change or set the password. Detailed instructions below:
- ___3.1. Click on "Tools" on the menu.





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