

Passwords are like Underwear. . . Change Yours Often!



Information Technology Services (ITS) will begin requiring employees to change their passwords (LAN and Banner) every 90 days. When your password has expired, you will be prompted to change your password or you may change your password at anytime* following the instructions below.

For instructions on changing your LAN and Ann Arbor passwords, see QuickNote 20 <http://ww2.umflint.edu/its/helpdesk/quicknotes/QN20.pdf>

For instructions on changing your Banner password, see QuickNote 31 <http://ww2.umflint.edu/its/helpdesk/quicknotes/QN31.pdf>

*NOTE: After you change your password, you will not be allowed to change your password again for 7 days.

Passwords are like Underwear . . . Don't Share Them with Friends!

Do not share your password with ANYONE – not friends, coworkers or family members.

Your password is the only thing that that ensures privacy of your account. It is also your obligation to see that only you use your account. You are responsible for how your account is used, so do not let other people have access to it.

For more information about campus passwords, see our "What Are All These Passwords For?" flyer at <http://ww2.umflint.edu/its/helpdesk/flyers/password.pdf>



Passwords are like Underwear . . . Be Mysterious!



When creating your password don't use anything that would be easy for someone to guess. For example, never use any part of your username or legal name. Don't use your phone number, birth date, or license plate number.

Consult the Prohibited Password List at http://ww2.umflint.edu/its/security/passwords/dictionary_list.htm before attempting to change your password.

Passwords are like Underwear . . . The Longer the Better!

A longer password equals better security. The longer your password is the harder it is for someone to figure out. Your password should be at least 8 characters long and contain a mix of numbers and letters.

Still need more help in creating a **secure** password, see our "What is a Secure Password?" flyer at <http://ww2.umflint.edu/its/helpdesk/flyers/securepassword.pdf>.



Passwords are like Underwear . . . Don't Leave Yours Lying Around!



Keep your password hidden. Do not write your password down on a piece of paper. Instead commit it to memory! Never put your password on sticky notes on your monitor or desk.