METHODS FOR CHANGING NETWORK PASSWORDS

In compliance with the Howard University Password Security Policy, network passwords are required to expire every 90 days, starting October 15, 2012. **To avoid problems, users should change their password prior to expiration.** Learn how to change and create strong passwords below.

How Do I Change My Password?

**Option 1**

1. Go to [http://secure.howard.edu](http://secure.howard.edu)

2. Click the Preferences Button
Methods For Changing Network Passwords

2. Click the General Tab

Option 2

Faculty/Staff and Visitors/Contractors using Windows XP

1. Log on to the HOWARDU domain
2. Press Alt + Ctrl + Del

3. Click **Change Password** button

![Windows Security Window]

**Option 3**

**Faculty/Staff and Visitors/Contractors** using Windows 7

1. Log on to the **HOWARDU** domain

![Logon Screen]

Enterprise Technology Services (ETS)
Methods For Changing Network Passwords

2. Press Alt + Ctrl + Del

3. Click **Change Password** button

Option 4

**Faculty/Staff and Contractors** with @howard.edu email accounts

1. Go to [http://webmail.howard.edu](http://webmail.howard.edu)
Methods For Changing Network Passwords

2. Click Options

3. Click Password button
How Do I Create A Strong Password?

All Network passwords must adhere to the Password Complexity Guidelines.
1. Passwords must have a minimum of nine (9) characters.
2. Passwords must contain three (3) of the four (4) criteria below:
   a. At least one uppercase letter
   b. At least one lowercase letter
   c. At least one number
   d. At least one special character (#, @, $, %, etc.)

Examples:

<table>
<thead>
<tr>
<th>Valid**</th>
<th>Invalid</th>
</tr>
</thead>
<tbody>
<tr>
<td>1FLsw@2x0</td>
<td>Mermaids</td>
</tr>
<tr>
<td>mI&amp;2sSt1</td>
<td>*vincent</td>
</tr>
<tr>
<td>heLp%1mE2$</td>
<td>52598134</td>
</tr>
<tr>
<td>rot4TioX3@</td>
<td>trebor12</td>
</tr>
</tbody>
</table>

** DO NOT use these examples for your own password.


Enterprise Technology Services (ETS)
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(202) 806-2020, Option 1