HOW CAN I CHANGE MY PASSWORD

Scope

The purpose of this document is to provide instructions on how to change your password and suggestions for creating a strong password.

Procedure

If you have access to a Racine County PC you can change your password quickly and easy by following these steps:

- Press the key combination "Ctrl+Alt+Delete"
- Select "Change Password"
- Follow prompts to change your password

Acceptable Methods to Create a Strong Password
- Be a minimum length of fourteen (14) characters in length, if a particular system will not support 14-character passwords, then the maximum number of characters allowed by that system shall be used.
- Must contain at least one upper case letter.
- Must contain at least one lower case letter.
- Must contain at least one number.
- Must contain at least one symbol.
- Must not start with a space.
- Must not contain username/full name/derivative of login.
- Must not be "single" dictionary words (ie/ Summer_2019).
- Must not be a derivation of a dictionary word (ie/ p@ssword, pass1word, pa$$word).

Password Composition to Be Avoided
- Avoid words, numbers, or known or public information associated with you (e.g. Social security numbers; Names, family names, pet names; birthdays, phone numbers, addresses; etc.).
- Avoid using your login name or any variation of your login name as your password. If your login is 'fredrick', do not use substitution or letter reordering. Examples would be 'fr3dr1ck', where the 3=e and the 1 (one)= i. Alternatively, do not use kcirderf (backwards) or add a digit to the beginning or end of the word (1fredrick or fredrick1).
- Avoid using the same character for the entire password (e.g., '11111111') or using fewer than five unique characters.
- Avoid common letter or number patterns in your password (e.g., '12345678' or 'abcdefgh'). They are the first things hackers will test.
- When changing a password, change to an entirely new password. Do not just rotate through a list of favorite passwords.