

## Changing Your Password

AgIT Call Center

Procedure No. C7.3.12

### Procedure Statement

This procedure will explain how to change your career account password.

### Password Security

Passwords protect your account from unauthorized access. It is important that passwords be kept secure. Purdue policy specifically prohibits sharing your career account password with other users (or accessing another user's account).

***Violation of this policy will result in the immediate loss of access to Purdue computing resources.***

Access to computing resources will be restored only after you have reviewed, understand, and agree to abide by Purdue policies. Details of these policies are available on the web at

[http://www.purdue.edu/policies/pages/information\\_technology/v\\_1\\_2.html](http://www.purdue.edu/policies/pages/information_technology/v_1_2.html).



**NOTE:** You are ultimately responsible for anything done by a user logged into the system using your account.

### Changing Your Career Account Password

*Via the Ctrl+Alt+Delete interface (AgIT-approved method)*

1. Press the **Ctrl+Alt+Delete** keys at the same time.
2. Click the **Change Password** button.
3. Type your old password in the box beside **Old Password**.
4. Type the password you want to use in the **New Password** box.
5. Type the new password again in the **Confirm New Password** box.
6. Click the **OK** button.
7. Click the **Cancel** button on the next window.

You have changed your password. This changes it for all applications that require your Purdue Career Account information to log in.

*Other Methods to Change Passwords*

Always change your password using the Ctrl+Alt+Delete method. Any other method is not preferred by AgIT. Other methods can result in a delay in your password propagating through the Purdue System.

Frequently Asked Questions

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### Password Guidelines

Password guidelines can be found at  
<http://www.purdue.edu/securepurdue/bestPractices/passStandards.cfm>.

When choosing a new password, your new password:

- Must have a minimum length of 8 characters.
- Should have at least 3 characters different from your former password.
- Should contain a combination of three of the four characters types:
  - capital letters
  - numbers
  - lower-case letters
  - special characters
- Not contain a significant portion of your username.
- Should not contain any portion of your county/department name.
- Should not be a word found in the dictionary.

### Password Tricks

A secure password is easy to remember without writing it down. A trick to a secure password: find a phrase that is easy to remember.

Example: *My daughter's birthday is April fifth, nineteen, ninety-four.*

Use the first letter of each word to begin creating a secure password.

**mdbiafnnf**

To increase security, capitalize a letter and add a number or symbol (or both).

**Mdbi4fnnf** [in this example, 4 replaces f for April]

### Writing Your Password Down

If you must write your password down, treat it like the PIN number on your bank card – keep it in a secret location, such as a locked drawer in your desk or your wallet. Any readily accessible location is NOT secure (such as under keyboard, posted on your monitor, in an unlocked car, or written in your planner).



**NOTE:** A password that you can remember without writing it down is always more secure.

Frequently Asked Questions