

## SFS Password Control Questions

1. The security policy states you need 3 out of the 4 of a special character; a number; a capital letter; and a lower case letter.

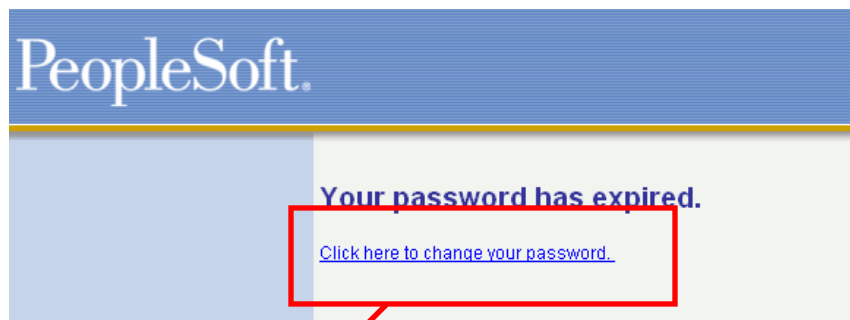
The e-mail that was sent out this week states you need all 4 for a valid password. Which is correct?

You will actually only need at least 3 of the 4, with the following exception. You will need at least **one special character**, at least **one number**, and at least one letter (either capital or lower case). You do not need to have both a capital letter and a lower case letter in your password. Also remember, the minimum length for the password is 6 characters. For example golf-5 would be valid, but Golf55 would not, as it does not contain a special character.

2. My password currently doesn't meet these requirements, what will happen on March 1? Will I still be able to get into SFS?

Yes, you will still be able to log in, but you will be required to change your password one that meets the requirements defined in #1 above. For example, the following screenshots are for a user whose password does not meet the requirements.

When you enter your user ID and password, the following screen will appear:



Clicking on the link will open up the window to change your password:

### Change Password

User ID: JUK1

Description: JUK1

\*Current Password:

\*New Password:

\*Confirm Password:

Password Requirements - Minimum 6 characters

At least one special character !@#\$%^&\*()-\_+=\|[]{};:/?.,><

At least one number (0-9)

At least one UPPER CASE ALPHA character (A-Z)

At least one lower case alpha character (a-z)

The requirements will be updated to reflect the proper convention.

Once you change your password, a window will open telling you your password has been changed.

## Password Saved



Your password has successfully been changed.



Pressing OK will take you to the SFS main menu.

3. Can I change my password now, before the password controls are put in place? Will I have to create a new password on March 1?

Yes, you can change your password now. If your password meets the requirements defined in #1, above, your password will continue to work after the password controls are implemented on March 1.

If you have additional questions or concerns about this security change, please e-mail [uwsaproblemsolvers@maillist.uwsa.edu](mailto:uwsaproblemsolvers@maillist.uwsa.edu)