

UIT Local Area Network Password Creation Guidelines

Why are Tufts Local Area Network Password Guidelines so Strict?

Have you ever returned to your home to find that you had been robbed? Have you ever lost your purse or wallet? If you have, you know the feeling of helplessness and fear.

Imagine someone obtaining your password. Once that person is able to log in as you, s/he is now acting as you. A thief who gets a hold of your password can:

- ✓ Access sensitive data
- ✓ Hijack your computer to run his/her activities
- ✓ Purchase things you may be responsible to pay for
- ✓ Chat or bid as you

A strong password benefits you and your department. Financial data, email messages, accounts, personal information, and other sensitive data are protected by a strong and secure password.

What is Required of Me?

In the Tufts environment, safe and secure computing is stressed. If you log into the Tufts local area network (LAN), two things are required: your UTLN, such as bsmith01, and a LAN password.

The Tufts LAN requires the use of complex passwords. A complex password includes the following criteria:

1. Your password must be at least EIGHT characters in length. You may use more than eight characters if you wish.
2. Your password cannot contain all or part of your user account name.

For example: If my UTLN is **bsmith01**, my password cannot be **smithX9\$**.

3. Your password must contain characters from **all** of the following four categories:

English upper case characters (A..Z)

English lower case characters (a..z)

Numeric digits (0..9)

Special characters (example: !,\$,#,%)

If the new password that you devise does not meet the complexity criteria, you will get an explanatory error message similar to this:



Examples of **unsafe** passwords:

viepw67 needs an upper case and special character

y03**Dd needs to be at least eight characters

Examples of **secure** passwords:

Wg#17b#5

Kn0(k3T!m@s

Password Tips and Tricks

Use mnemonics, a device such as a formula or rhyme used as an aid in remembering, to create memorable passwords. The key to a memorable password is to disguise personal information in a way that is logical for you. Write out a sentence that has personal meaning for you. Then, take the first (or last) letters and mix them with numbers and symbols to create your password.

Example #1:

"We have a girl who is 17 and a boy who is 5."

Becomes: Wg#17b#5

Capital "W"; lower case "g" replaces "girl"; "#17" replaces "who is 17"; "b" replaces "and a boy"; "#5" replaces "who is 5."

Other examples:

Over the rainbow = 0v@rtR^!nb0w

I am the king = 1'mth@K!ng

knock three times = Kn0(k3T!m@s

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Managing your Password

Once you have composed a strong, secure password, there are a few other wise guidelines to which you should adhere:

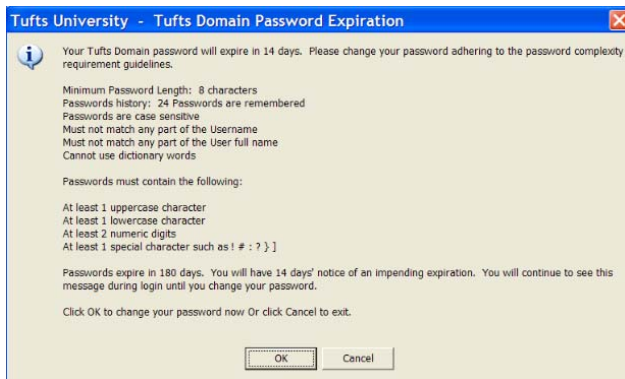
- ✓ Your password should never be shared, written down, or e-mailed to others. Do not attach your password to your monitor with a sticky note.
- ✓ Your password should be easy to remember, for you, not others!

The appeal to use loved ones names, birthdays and anniversaries is great. But "easy to remember" can also become "easy to guess." And, in a world where crackers use sophisticated software to crack passwords, an easy password is an open invitation. The idea is to choose something which does not exist in any dictionary or in any language. The challenge is to create a password that is memorable for you but tough for others to decipher.

- ✓ Check on your accounts to see if there has been any activity that isn't yours. Withdrawals, purchases, and other suspicious account activity may signal password theft. Be diligent; an ounce of prevention is worth a pound of cure!

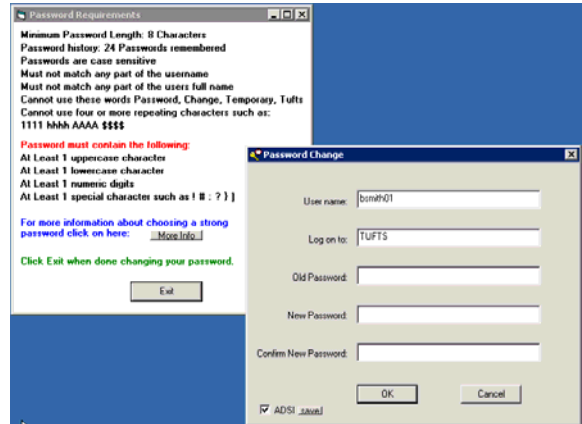
Changing Your Password

Tufts LAN requires a password change every 180 days. When a password change is necessary, you will see the **Password Expiration** dialog box starting 14 days from the expiration of your password until you successfully change your password.



We recommend that you do not procrastinate and change your password before it expires. **To change your password because it is expiring:**

1. Click **OK**. *The password change dialog box opens.*



2. Type your old password.
3. Type your new password.
4. Type your new password again to confirm it is correct.



5. Click **OK**. *The "Password changed successfully" dialog box displays.*

To change your password at any time:

1. Click the **Start** button  on your desktop.
2. Select **Tufts Services > Change Password**. *The Password Change dialog box opens.*



3. Follow steps 2 through 5 above.

Additional Password Resources

University Information Technology has additional password information on their website.

For more information on account standards, see the UIT General User LAN Account Standards page: <http://uit.tufts.edu/?pid=179>

For the UIT Smart Computing article on creating strong passwords: <http://uit.tufts.edu/?pid=232&c=64>