

Student Password requirements

Passwords are an important aspect of computer security. Changing your user account password is required every 180 days. This requirement helps protect our University's resources, as well as your personal information. Below are (4) most frequently asked questions concerning passwords.

Passwords have to consist of the following requirements/standards:

Minimum Length	8 characters.
Expiration	180 days.
Password History	20 password changes are required before reusing a previous password.
Minimum Password Age	24 hours
Lockout	After 25 attempts
Complexity or Composition	<p>Must contain at least three of the following types of characters:</p> <ol style="list-style-type: none"> 1. Uppercase characters of European languages (A through Z, with diacritic marks, Greek and Cyrillic characters) 2. Lowercase characters of European languages (a through z, sharp-s, with diacritic marks, Greek and Cyrillic characters) 3. Numerals (0 through 9) 4. Non-alphanumeric characters: <code>~!@#\$\$%^&* -+=` \(){}[]:;'"<>.,?/</code> 5. Any Unicode character that is categorized as an alphabetic character but is not uppercase or lowercase. This includes Unicode characters from Asian languages. <ul style="list-style-type: none"> • **The password cannot contain the user's first name, middle name, last name, or username.: <ul style="list-style-type: none"> ○ For example, the name "Erin M. Hagens" is split into three tokens: "Erin," "M," and "Hagens." Therefore, this user could not have a password that included either "erin" or "hagens" as a substring anywhere in the password.
Rules to Live By	<ul style="list-style-type: none"> • NEVER share your password • Do NOT write down your password <i>unless</i> you adequately secure it • Never choose an easy-to-guess password

FAQ

1. What do I have to do after I change my password?

You must update your password everywhere you have saved/used/entered your JCSU credentials. This includes and is not limited to: Phones/Tablets or any other device, Email application, Wi-Fi, Windows Credential Manager, Office Suite applications, etc.

2. Can I change my password off campus?

Yes. Use the AD Password Portal on the Jenzabar Web Portal – <http://adportal.jcsu.edu>

3. Will I see a notification if I am off campus?

No. If you think your password is about to expire or you are going to be away from campus for an extended period of time you may want to consider changing the password before leaving. If you leave campus and your password expires, use the AD Password Portal.

4. Do I have to update my password on my phone?

Yes. Because smart phones and tablets are accessing our email server and retrieving information like any other networked computer, you will have to update the passwords for any devices connected to the email server. This includes iPhones, android phones, windows phones and all tablets. Most often, this is done via mail settings of the device. If help is needed, call the IT Help Desk for assistance.

3. What if I don't remember my previous password?

AD Password Portal (<http://adportal.jcsu.edu>) can assist with that also. However, you will need to provide an alternative, valid personal email address to the Registrar's Office so that a reset code can be emailed to you if you it is not on file.