

HOW TO CHANGE PASSWORD

Password Requirements

Your password at UNIS is valid 90 days from when the account was created or from when your password was last changed.

A password at UNIS **must be at least 8 characters in length and contain minimum one of each of the following 3 character types:**

- a lower case letter (a b c d ...)
- an upper case letter (A B C D ...)
- a number (0 1 2 3 4 5 6 7 8 9)

Note: Some special characters (especially regional letters) can be hard to find on keyboards with different language layout and setup when travelling abroad.

The password cannot contain any part of the login account name or user's real name and must be unique within the last 4 times you have changed it. It can not include the word UNIS.

A password needs to be at least one day old before you can change it again.

Password Guidelines

Examples of good passwords that can be remembered (*your password should never be so hard to remember that you have to write it down*):

- A pet's name = Skippy3Z
- A favourite toothpaste = C0l gat33
- A favourite movie = braveHeart2

It is a good idea to use a different password at UNIS than you use at other web sites on the Internet.

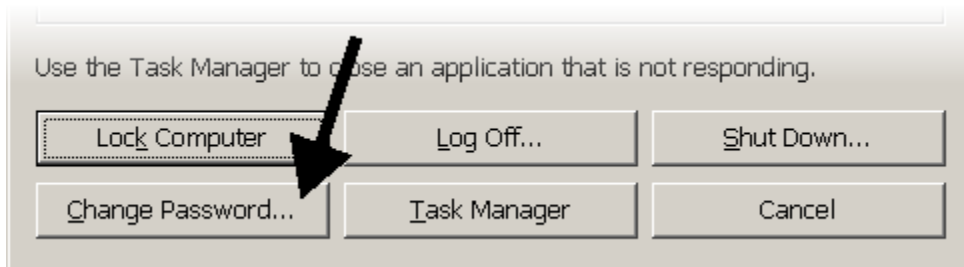
It is also best if it contains no dictionary words that can be found in any multi-national language.

To Change Your Password on a UNIS computer

1. **Log on to your computer** as you normally do.

If your password has already expired, you will be prompted to enter a new password as well as confirming it during the normal login procedure. If so, it should very much follow the same procedure as from point 4 onwards below.

2. Press CTRL + ALT + DEL keys simultaneously to bring up the Windows Security dialog box, as partly shown below.



3. Press the Change Password button.

4. Verify your login name is in the **Username:** box.

5. Verify that "UNIS" appears in the **Log on to:** box.

6. Type your current password into the **Old Password:** box.

7. Type a new password into the **New Password:** box.

8. Type the same new password into the **Confirm New Password:** box.

9. Select **OK**.

10. You should receive a message indicating "**Your password has been changed.**"

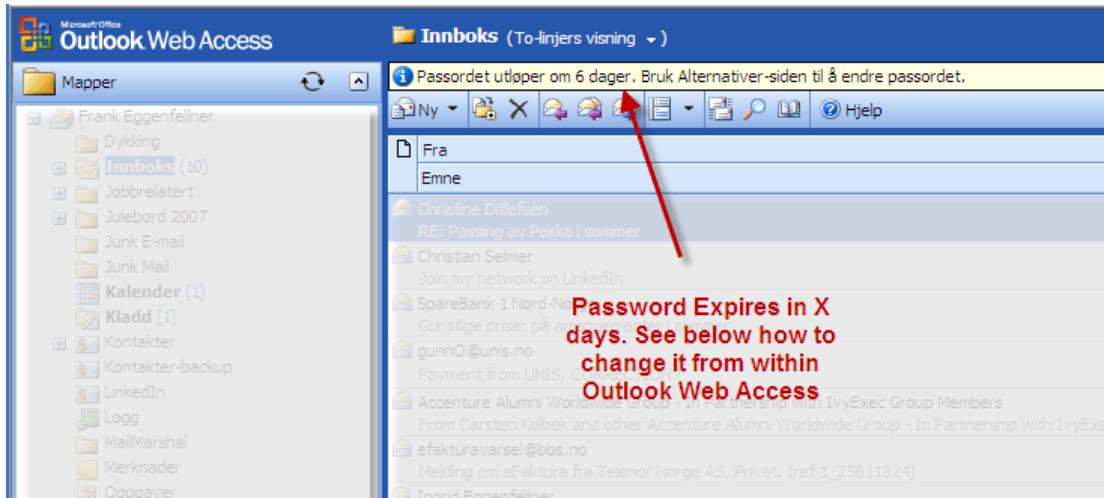
If you do not get this message and get the following message instead, please refer to the password guidelines above for setting a correct password.

"Your password must be at least 8 characters; cannot repeat any of your previous 4 passwords; must contain capitals, numerals or punctuation; and cannot contain your account or full name. Please type a different password. Type a password which meets these requirements in both text boxes."

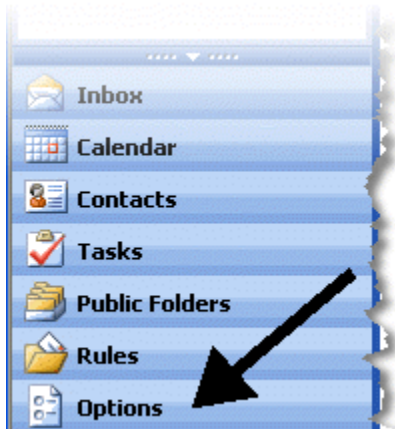
11. When coming back to the Windows Security dialog box, press the **Cancel** button to go back to Windows and your work.

To Change Your Password from Outlook Web Access (only from Internet Explorer – not Firefox, Opera...)

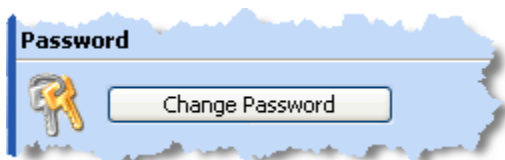
In order to access your mail when not being at UNIS you need a valid password. When your password expires in less than two weeks, Outlook Web Access will notify you and count down in the status bar the number of days left before you must renew your password. If the password already has expired, you need to contact IT Support in order to get your password changed.



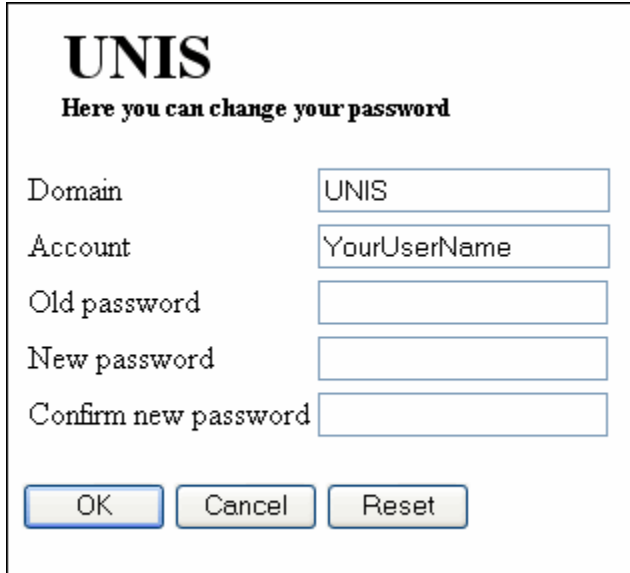
1. In Outlook Web Access, go to the “Options” menu.



2. Almost at the bottom, you will find a Password section with a button labelled “Change password”. Press this, and fill in the information requested.



3. Fill in the requested fields:



The image shows a dialog box titled "UNIS" with the subtitle "Here you can change your password". It contains five text input fields: "Domain" (containing "UNIS"), "Account" (containing "YourUserName"), "Old password", "New password", and "Confirm new password". At the bottom, there are three buttons: "OK", "Cancel", and "Reset".

1. Verify that "UNIS" appears in the **Domain** box.
2. Verify your login name is in the **Account** box.
3. Type your current password into the **Old Password** box.
4. Type a new password into the **New Password** box.
5. Type the same new password into the **Confirm New Password** box.
6. Select **OK**
7. You should receive a message indicating "**Password successfully changed.**"

When coming back to the Outlook Web Access application, it may prompt you to log in again, since it will recognize that your old password is no longer valid.

If you get the below message, please refer to the password guidelines above for setting a correct password.

"Either the password is too short or password uniqueness restrictions have not been met"