



DESALES UNIVERSITY

PASSWORD TIPS FOR STUDENTS

Your passwords are the keys you use to access personal and confidential information; therefore, creating strong passwords that you can remember are crucial. Below you will find hints and tips to creating, maintaining, and using passwords at DeSales University.

Be certain you can access the University's applications

First, log in to Webmail to verify your email access. Then log in and verify your access to WebAdvisor, well in advance of your imperative need such as registration or the beginning of classes. Also verify that you are able to login and navigate Blackboard well in advance of the start of an online or hybrid class.

Each application's password is independent

If you have changed your WebAdvisor password, this does not affect your Email or ANGEL password and vice-versa. It is the student's responsibility to know and secure the ID and Password information for the applications they use at the University.

Your email account access is crucial

Most systems, including WebAdvisor and ANGEL, will send password resets to your email address. Once you have changed this password, write it down and keep the password in a secure place. Remember that if you set up forwarding of your DeSales email address in Webmail, password reset emails will also be forwarded. Email that is forwarded is not retained in Webmail.

Your DeSales ID and password are your keys to academic information at DeSales

Your login ID is generally your first initial last initial and the last 4 digits of your student ID number (i.e. ab1234). Your initials are in lower case and passwords are case-sensitive. Your initial password is a 7 digit number, randomly generated, that was sent to you with your Admission materials.

If you are unsure of your login ID or your initial password, call the help desk at x4357. You will need to identify yourself by giving the help desk analyst your name, student ID number, last 4 digits of your social security number, and student type (i.e. traditional day).

Create a secure password that you can remember in 6 steps

(Taken from Microsoft's site <http://www.microsoft.com/athome/security/privacy/password.msp>)

1. Think of a sentence that you can remember. This will be the basis of your strong password or pass phrase. Use a memorable sentence, such as "My son Aiden is three years old."
2. Check if the computer or online system supports the pass phrase directly. If you can use a pass phrase (with spaces between characters) on your computer or online system, do so. Note however - WebAdvisor, Webmail, and Blackboard do not accept passwords with spaces.

- 3.If the computer or online system does not support pass phrases, convert it to a password. Take the first letter of each word of the sentence that you've created to create a new, nonsensical word. Using the example above, you'd get: "msaityo".
- 4.Add complexity by mixing uppercase and lowercase letters and numbers. It is valuable to use some letter swapping or misspellings as well. For instance, in the pass phrase above, consider misspelling Aiden's name, or substituting the word "three" for the number 3. There are many possible substitutions, and the longer the sentence, the more complex your password can be. Your pass phrase might become "My SoN Ayd3N is 3 yeeRs old." If the computer or online system will not support a pass phrase, use the same technique on the shorter password. This might yield a password like "MsAy3yo".
- 5.Finally, substitute some special characters. You can use symbols that look like letters, combine words (remove spaces) and other ways to make the password more complex. Using these tricks, we create a pass phrase of "MySoN 8N i\$ 3 yeeR\$ old" or a password (using the first letter of each word) "M\$8ni3y0".
- 6.Test your new password with Password Checker (http://www.microsoft.com/athome/security/privacy/password_checker.msp). Password Checker is a non-recording feature Microsoft's Web site that helps determine your password's strength as you type.