

Changing Your Password / Password Security on UMnet

Choosing a Password

In order to use the services provided by UMB, such as Open Webmail, E-Reserve or access to the HS/HSL databases, you must first change the Temporary Password given to you when you received your account information.

Passwords must be secure. Choose a password that is as difficult as possible for a would-be intruder to guess. Some guidelines for choosing a password are:

- Do **NOT** base your password on your real name or your UMnet User ID (login name).
- Do **NOT** use a word contained in a dictionary. This includes English and foreign language dictionaries, as well as dictionaries of science-fiction characters and places, names of humans and animals, TV characters, etc.
- Do **NOT** use information easily obtained about you. This includes license plate numbers, telephone numbers or brand of automobile.
- Do **NOT** use a password you have used previously on UMnet.
- Do **NOT** use the exact same password you use with other accounts.
- A password **MUST** contain at least:
 - **6-8 characters**
 - **one uppercase character**
 - **one lowercase character**
 - **one numerical digit**
 - **one special character (for example: #, !, \$, %)**
- Use a password that is easy to remember, and that you can type quickly without looking at the keyboard.

Please Note: *If you have chosen to use 8 characters in your password, you must have two uppercase characters in your password. (6 or 7 characters do not have the same requirement.) Using backslashes, forward slashes, commas, quotes, periods or apostrophes (\ / , " . ') in your password can create problems when you use UMnet.*

A suggestion: Make up a sentence and use the first letter of each word in the sentence to create a password. For instance, the password lwboJ12! could be derived from the sentence, "I was born on July 12!". Another example is TbO~2b, from Shakespeare's "To be or not to be". A secure password is composed of characters with no apparent meaning.

Password Policies:

- Passwords expire approximately every six months. When your password expires, you will be prompted to change it. If the system prompts you to change your password, do so following the guidelines in this document.
- **Do not** reuse a password you have previously used on UMnet.
- **Do not** use your UMnet UserID/password combination on any other account or Internet service.
- **Do not** share your password with anyone.
- If you are notified that your password is insecure, change it immediately, following the guidelines in this document.

Why be Concerned about Passwords?

- If someone brings down UMnet, thousands of people on this campus, and the people with whom they collaborate, would be extremely inconvenienced. It is much simpler to compromise a system if you have access to a user account on the system. Even if you have no files of value to you on UMnet, someone could use your account to damage the system itself.
- If someone uses your account to break into and cause damage to another computer, you could be involved in a time consuming investigation, or even be under suspicion yourself.
- Someone with access to your account could misuse it, which could result in your receiving unwanted e-mail messages or encountering other inconveniences.

Safeguard your password. It is **not** possible for an ASC Help Desk Customer Service Representative to determine a forgotten password. If you have forgotten your password, you can submit a Password Change Request Form by bringing your campus photo ID to The Assistance and Service Center (ASC) Help Desk, located on the lower level of the Health Sciences and Human Services Library. Please call the Help Desk at 410-706-4357 with questions concerning password security.

How to Change your UMnet Password:



These instructions apply to the following operating systems:

- Windows 98
- Windows 2000
- Windows XP (Home Edition and Professional)

and the following browsers:



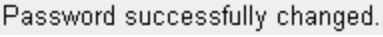


- Internet Explorer 5.x & 6.x
- Netscape 6.2 & 7.1

You must be connected to the internet and in Open Webmail. You cannot change your password in any of the other clients (Outlook, Outlook Express, Eudora, and Netscape).

1. Access Open WebMail (<https://openwebmail.umaryland.edu>).
2. Click on the User Preferences  button on the Main toolbar.
3. Click on the Change Password  button.

4. Enter your current (or temporary) password in the

5. Enter your new password in the

6. Enter your new password in the 
7. Click on the  button.
8. At the  message, click .
9. Click on Back to Inbox  button.

If you receive a "Password incorrect" message, you have entered your username or password incorrectly. If you cannot remember your current UMnet password, you must bring your university ID to the lower level of the Health Sciences and Human Services Library in Room LL06, and fill out a "Password Change Request" form at the ASC Help Desk. You will then be issued a new temporary password to get back into the system.

Questions?

For questions concerning UMnet, call the Assistance and Service Center (ASC) Help Desk at 410-706-HELP (4357) weekdays from 8:00 a.m. to 5:00 p.m., or send an email to: help@umaryland.edu.