

Domain Account Password Change

Your domain account allows you to access the PRBO network. Every user must have a unique user account. Do not share your username or password with anyone, including IT staff. Sharing these credentials is an explicit violation of PRBO policy.

Complex Passwords

One of the most common attacks on networks is to use a weak password to get in. Therefore, PRBO now requires complex passwords. A complex password must be at least eight (8) characters and include three of the following four characteristics:

- Upper case letters
- Lower case letters
- Numbers
- Non-alphanumeric characters

For example, Pa55word is a valid password. So is p@55word. Other useful ways to create complex passwords that you can remember include:

- Using the first letter of each word in a familiar phrase or song lyric.
- Slightly scrambling an address (say the place you grew up; not this office)

Password Change at First Login or After Service

The IT staff will provide you with a password when your account is first created or after servicing your computer. In either case, you will be prompted to change your password when you attempt to login.

At the Change Password screen,

- Confirm your username
- Leave the Old Password field as is.
- In the New Password field, type a password of your choice. Note: passwords must now meet complexity requirements as explained below.
- Re-enter the password you chose in the Confirm New Password field.
- You will see a success notice. Click OK. Then login using your new password.

Self-Initiated Password Change

You may want to change your password for some other reason (e.g., you may feel your password has been compromised). To do so, login to your computer and press Ctrl-Alt-Del, then click the Change Password button.

At the Change Password screen,

- Confirm your username
- Leave the Old Password field as is.
- In the New Password field, type a password of your choice. Note: passwords must now meet complexity requirements as explained below.
- Re-enter the password you chose in the Confirm New Password field.
- You will see a success notice. Click OK. Then login using your new password.