Changing NIACC Lab Instructor account password - On campus

NIACC is committed to a secure information technology environment, and in this time of ever increasing attempts to improperly obtain personal information, the need for a strong password policy is greater than ever. To protect your personal information and the information of our students, the College strengthened its policy on password usage.

The password policy applies to all NIACC staff and faculty credentials (username and password combinations) utilized on college-provided and personal devices to attach to College services (e.g., wireless network, portal, email, etc.).

•All passwords must be changed at least every 90 days.

•You will receive email reminders to change your password 14 days, 7 days & 1 day before it expires.

•All passwords must be 'strong passwords', having the following characteristics: •At least eight characters in length.

•Include three of the following four characteristics:

> •upper case characters (e.g., A-Z))

> •lower case characters (e.g., a-z)

> •numbers (e.g., 0-9)

> •symbols (e.g., !@#$%^&*()_+|~-=\`{}[]:";'<>?,./)

•Do not include any part of the account name or the word 'NIACC'

•The last four passwords are retained and will not be accepted (you cannot repeat a password).

•You can change your password only once in a 24 hour period.

•Accounts will be 'locked' (unable to be used) after three unsuccessful attempts to log in. To unlock your account do one of the following

> Wait 30 minutes – it will unlock itself

> Call the Help Desk at 866-614-5020 – ask to have your account unlocked

> Use the Password Self-Service (NIACC public website – Quick Links – Password Self-Service) – click on Unlock Account – enter username - answer 2 security questions – click on Unlock Account button

Changing your password:

Log onto a NIACC lab computer. <mark>Don't start any programs!</mark>

Use the built-in password change option.

- While you're logged in, press the CTRL-ALT-DEL key combination.
- Click on 'Change a Password…'

- Your username will show after "NIACC\".
- Enter your Old Password (current)
- Enter your New Password
- Confirm New Password (enter it again).
- Click on the arrow

- You will receive a message that your password has been changed.