

## Change Your SSCC Student Password

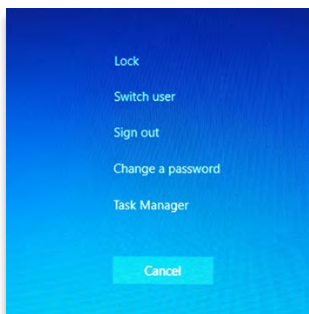
There are two ways to change your SSCC Student Password, (1) an SSCC Domain PC or (2) by contacting Tech Support. This will change your password for MyRecords, MyMail, MyELearn, the TechSupport ticketing service, wireless access, and for logging onto desktop computers at the college.

### Method One (SSCC domain computers)

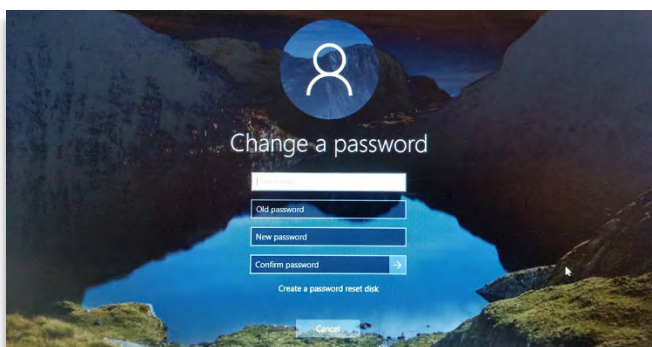
- Log onto a desktop computer at the college.
- When logged on, press the Ctrl+Alt+Delete keys to enter the security screen.



- Select the **Change a password...** option



- Enter the current password, followed by the new password and confirm the new password by entering it in a second time. Click on the right pointing arrow beside the confirm password box. Please note, for security purposes your new password must be at least 8 characters long and contain 3 of the following 4 types of characters being: Uppercase, Lowercase, Numeric, and Special Characters (@#\$%^). An example would be w0rds\$@P.



## Method Two (Contact Tech Support)

Contact Tech Support by phone at 800-628-7722 x2800 and select Option 1 for Password Assistance, or by email at [techsupport@sscc.edu](mailto:techsupport@sscc.edu). If you cannot access your SSCC email you can use an alternate email address. In the email include your name, student ID, and a phone number at which you can be reached because login information will not be sent to an insecure email address (any email address other than @live.sccc.edu or @sscc.edu). Also, students can notify their instructors for assistance contacting Tech Support if no other email address is accessible.

## Creating a Strong Password

Passwords are like passports or a blank check; if lost or stolen they give hackers a world of opportunity by providing access to your personal, financial and work data. The campus Password Policy helps you be proactive in selecting a strong password and managing them, to protect your identity and College resources. Once you've read and understood the password policy, you should change your password and other campus passwords that do not meet the standards.

### Strong Password Characteristics

- Are at least eight alphanumeric characters long
- Contain at least three of the following four categories:
  - Upper case characters (e.g., A-Z)
  - Lower case characters (e.g., a-z)
  - Digits (e.g., 0-9)
  - Special characters ( e.g., !@#\$%^&\*()\_+|~=-\`{}|:~<>?.,/)
- Are kept private. Passwords should be memorized or, if written down, kept in a locked file cabinet or other secure location. (They should never be shared.)
- Do not contain a common proper name, login ID, username, email address, initials, first, middle or last name

### Weak Password Characteristics

- The password contains less than eight characters
- The password is a word found in a dictionary (English or foreign) or a word in any language, slang, dialect, jargon, etc.
- The password is the same as your user name or login name
- The password is a common usage word such as names of family, pets, friends, computer terms, birthdays or other personal information, or number patterns like aaabbb, dddddd, qwerty, zyxwvuts, 123321, etc.
- Any of the above spelled backwards
- Any of the above preceded or followed by a digit (e.g., secret1, 1secret)

### A List of Don'ts

- Don't reveal a password over the phone or in person to anyone. Not your boss. Not your family. Not your co-workers. If someone demands a password, refer them to this document.

- Don't reveal a password in an email message
- Don't talk about a password in front of others
- Don't hint at the format of a password (e.g., "my family name")
- Don't reveal a password on questionnaires or security forms
- Avoid writing passwords down, but if you must, store them in a secure place (e.g., a locked file cabinet)
- Passwords should never be stored unencrypted on-line
- Do not use the "Remember Password" feature of applications (e.g., Internet Explorer, FireFox, etc.)
- Don't use the default password, if one is provided. Change it immediately to a new, stronger password.
- Don't reuse old passwords. (Passwords should not be reused within a 12-month period.)