

Update Employee Password Job Aid

Navigation:

Home>PeopleTools>Maintain Security>Use>My Profile

1. **General Profile Information** page displays

PeopleSoft. Home

Home > PeopleTools > Maintain Security > Use > My Profile

General Profile Information

Password

[Change password](#)

[Change or set up forgotten password help](#)

Personalization

Changes to Personalization settings require you to log off and log back on in order to take effect.

My preferred language for reports and email is: English

Currency Code: USD

[Set Personalizations](#)

Email

E-mail Address:

Alternate User

If you will be temporarily unavailable, you can select an alternate user to receive your routings.

Alternate User ID:

Effective Date: (example:12/31/2000)

To Date: (example:12/31/2000)

[Miscellaneous User Links](#)

2. Click [Change password](#) hyperlink to access the *Change Password* page.

Update Employee Password Job Aid Continued

3. The **Change Password** page displays.



PeopleSoft.

[Home](#) > [PeopleTools](#) > [Maintain Security](#) > [Use](#) > **My Profile**

Change password

*Current Password:

*New Password:

*Confirm Password:

4. Type your current password in the ***Current Password** text box

5. Type your new password in the ***New Password** text box

6. Retype your new password in the ***Confirm Password** text box

7. Click

Update Employee Password Job Aid Continued

NOTES:

Passwords Management Policy

Passwords must be strong and well guarded. The department IT administrator for each environment will approve all new accounts. New accounts will be set up in accordance with this policy and any applicable department requirements. Users are responsible for choosing passwords that are highly secure. Users shall never divulge their passwords to others, even their superiors, fellow employees or IT administrators.

The following is a list of rules for creating strong passwords:

- Contain one number, one capital letter, and one special character (e.g. #, \$, %, ^, &).
- Be at least 8 characters in length.
- Be changed at least every 90 days.
- Never be the same as the user's logon ID.
- Not contain the user's phone number (wholly or partially).
- Not be common words or phrases.
- Not be a name such as wife, husband, child, or pet.
- Not be a word found in the dictionary.
- Not be changed more frequently than once a day.
- Not be reused within the last five password changes.

Update Employee Password Job Aid Continued

Complex Password Examples – It is NOT intended for the following example be the only passwords allowed. They are merely examples of ways to generate your own easy to remember complex passwords.

It is improper to use any 'real' words or names for passwords. Any word in the dictionary or any name can be cracked with the proper tools. Therefore, we need to transpose the letters of familiar words to make them non words.

Possible character Transpositions

You could use a zero in place of O or o

Use @ in place of any A

Use 1, ! or L in place of an i

Use upper case I in place of L

Use K or k in place of c

Use c or C in place of K

Use \$ or Z in place of S or s

Phonetic Transpositions

Use shun in place of tion

4 in place of for

Use tee or tea in place of ty (possibility to possibilit~~ee~~)

Use k for ca

Example Names

James Bond = Jm3\$B0nd or Jaym\$B0nd

Blacksmith = B!@k\$m1th

Mary Cain = M@rIKn3

California = K@ll4nea

Riverside = R!vr\$!D3

Example words

Beach house = B3@Chaws

Vacation = V@k\$hune

Desktop = D3\$kt0p1 (Must have at least 8 characters)

Documentation = D0kum3nT@shun

Workstation = W0rc\$t@shun

Memory linkage

Girls best friend = D!m0nd\$\$

Mans best friend = F00tb@ll+b33r

Dogs best friend = F00d+\$l33p

Example phrases

Diamonds Are Forever = Dim0nd\$R4ev3r

Catch a Star = K@tch@\$T@R

It's up to me = !t\$upt0m3

Work to Retirement = W0rk2Ret1rmnt