

# NetID Password Policy

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Keene State College Policies and Procedures

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KSC NetID's allow access to campus owned computers and all KSC resources. New students and employees claim their NetID through their "Welcome to Keene State College" email that was sent to an alternative email account. During this process, email address information is provided, how to setup a password, and enrollment in the [Password Reset Service](#).

KSC NetID's provide access to faculty/staff and students to KSC owned computers and all technology resources including:

- MyKSC
- Canvas
- Residential Life and Housing
- Health Services forms
- KSC Wireless Network
- Outlook Web Access
- UNH VPN

## Changing NetID Password

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The IT Group recommends students create a new, complex password every semester. Faculty/Staff are required to change every six months.

[Self-Service Password Reset](#) allows faculty/staff and students to change their NetID password from any web enabled computer.

Go to the [Self-Service Password Reset web site](#) to change KSC NetID.

When using the same password for each account it is VERY IMPORTANT to create a strong, complex password.

**Complex Passwords** are difficult to guess and are difficult to crack using widely available software. Here are some techniques for building a strong and memorable password.

A new password must:

- Be 8 to 16 characters in length.
- Contain a lower case letter, an upper case letter, and a number.
- Contain only alpha numeric characters and the following special characters ! ~ % ^ + \* - . \_ [ ] ' .
- Not contain spaces.
- Not include your name.
- Be different from previously used passwords.
- Be sufficiently different from your current password.

Tips to remember a complex password:

Take a phrase that is easy for you to remember and convert it into characters. It could be the first line of a poem or a song lyric.

- "Water, water everywhere and not a drop to drink" (Rhyme of the Ancient Mariner) converts to **Wwe&nadttd**.
- "We Three Kings from Orient Are" converts to **w3KfOr3691**. (3691 is the year 1963 spelled backward to extend beyond eight characters.)

*Your account/password is your responsibility, and any activity performed while you or someone else has logged in with them is considered your responsibility.*