

# First Time Logon Information

For Computers in the Academic Computing Services Labs

Your account = access to  &  & 

*Did you know the username and password you use for ACS computers, Blackboard, and student wireless is one single account? If you change the password for one, it changes for all three!*

## STEP 1

### 1. DETERMINE YOUR USERNAME

- Your user name is your student identification number with no dashes.

**Example:**

Username ..... 955456789

## STEP 2

### 2. DETERMINE YOUR DEFAULT PASSWORD

- Your default password is [first 2 letters of your first name, first letter is capitalized] + [last 6 digits of your student identification number].
- For first names shorter than 2 letters, asterisks \* will fill up to 2 positions.

**Examples:**

Student name ..... John Smith      Student name ..... H Lau

Student ID #..... 955-45-6789      Student ID #..... 958-45-6789

Username ..... 955456789

Default password ..... Jo456789

Username ..... 958456789

Default password ..... H\*456789

## STEP 3

### 3. CHANGE DEFAULT PASSWORD

- You will be prompted to change your default password to a STRONG PASSWORD the first time you log onto an ACS computer.
- If you first interact with the ACS network through Blackboard or student wireless and not an ACS computer, you will need to change your default password to a STRONG PASSWORD before using these resources.
- See next page for info on strong passwords and changing passwords.

**Have you previously logged on?** If you have forgotten your password or need assistance, please see a lab assistant in ALD hall or the LYN Library.

# Password Information

## For Accounts on the Academic Computing Services (ACS) Network

Your account = access to  &  & 

*Did you know the username and password you use for ACS computers, Blackboard, and student wireless is one single account? If you change the password for one, it changes for all three!*

### **STRONG PASSWORDS**

- A strong password cannot contain any part of your name or username.
- A strong password must be at least 8 characters in length.
- A strong password contains elements from 3 of the 4 character types:
  - English upper case letters: A, B, C,...Z
  - Westernized Arabic numerals: 0, 1, 2,...9
  - English lower case letters: a, b, c,...z
  - Non-alphanumeric characters: \$, %, #, )

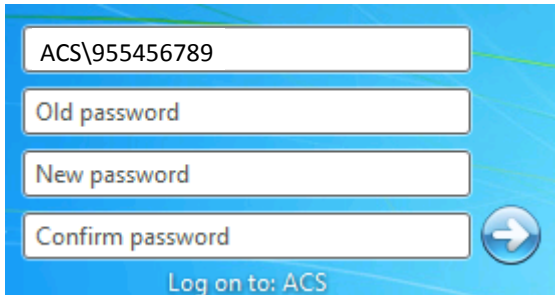
### **STRONG PASSWORD EXAMPLES**

- Combine words to make a phrase and include a misspelling or a character substitution.
- Use the first letter of each word in a phrase, then substitute a few characters.
  - Iw20yat! (It was 20 years ago today)
  - 1Likesp@ghetti (I like spaghetti)
  - 3dm0ndsCc (Edmonds CC)
  - 99rubberDuckie\$ (99 rubber duckies)

### **CHANGING YOUR PASSWORD**

There are 2 ways to change your password:

1. On-line—go to <http://www.edcc.edu/studentpass> OR
2. Log onto any computer on the ACS network and
  - \* Hold down the **Ctrl**, **Alt**, and the **Delete** keys on your keyboard all at the same time.
  - \* Select **Change a password**
  - \* Enter the old password
  - \* Enter the new password
  - \* Confirm the new password
  - \* Hit Enter or click the arrow button



### **PASSWORD EXPIRATION INFORMATION**

- Passwords expire every 120 days.
- You may change your password at any time, even if it is not expired.

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