Passwords

Changing your Password

My Word, Blackboard, Cardinal Mail, and Banner access are protected by the same password. Therefore, it is imperative that you change your password as soon as your receive your login credentials. The fastest way to change your password is through MyWord. Your computer will be safer if you change your password every 30 days.

To ensure password safety, create a strong password. A strong password is:

- Strong passwords are phrases (or sentences) at least 8 14 characters long.
- Contain numbers, keyboard symbols, and both upper and lower case letters.
- Be significantly different from prior passwords.
- Not contain your name or user name.
- Not be a common word or name.

Once you have chosen a password, test password strength here: <u>https://www.microsoft.com/protect/fraud/passwords/checker.aspx</u>



username		
•••••		
	LO	GIN
2	2	Reset Password I ed Help?

- 1. On the UIW Homepage click **My Word**
- 2. Type your **username and password**, then click **Reset Password** on the My Word login page.

Home / Reset password	
Reset Password	•
Change Your Password: You will receive an email confirming the CardinalMail, the UIW wireless network, and other university s Enter Your CardinalMail Username (precedes @ in your UIW e	3 success your the second seco

- 3. The **Reset Password** page opens. Type your **username** in the space provided
- 4. Click OK



5 Chang Cardin	nge Your Password: You will receive an email confirming that your password has been reset. **Please note that this password is also used to access your inalMail, the UIW wireless network, and other university systems.
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•••	••••
6	OK Cancel

- 5. The **Reset Password Question** page opens. If you have not created *your password confirmation questions*, a page will open requiring you to do so. If the questions have been created, you'll be asked a question to confirm your identity. **Answer the question**.
- 6. Click **OK**

	Reset Password
	Change Your Password: You will receive an email confirming that your password has been reset. **Please note that this password is also used to access your CardinalMail the LIIW wireless network, and other university systems
7	Click to Generate a kandom Password New Password Verify New Password
	8 OK Cancel

- 7. Type and verify the New Password in the spaces provided
- 8. Click OK

