

Passwords

Changing your Password

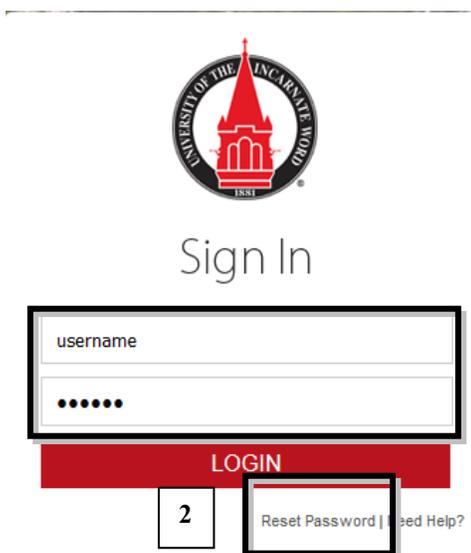
My Word, Blackboard, Cardinal Mail, and Banner access are protected by the same password. Therefore, it is imperative that you change your password as soon as you receive your login credentials. The fastest way to change your password is through MyWord. Your computer will be safer if you change your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

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

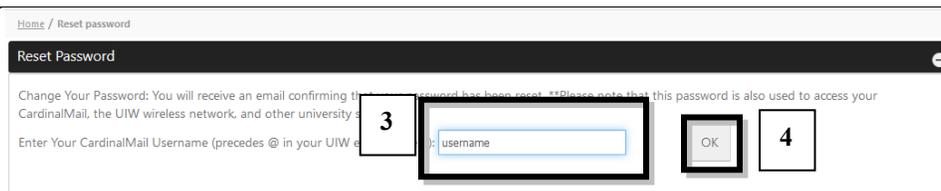
- Strong passwords are phrases (or sentences) at least 8 - 14 characters long.
- Contain numbers, keyboard symbols, and both upper and lower case letters.
- Be significantly different from prior passwords.
- Not contain your name or user name.
- Not be a common word or name.

Once you have chosen a password, test password strength here:

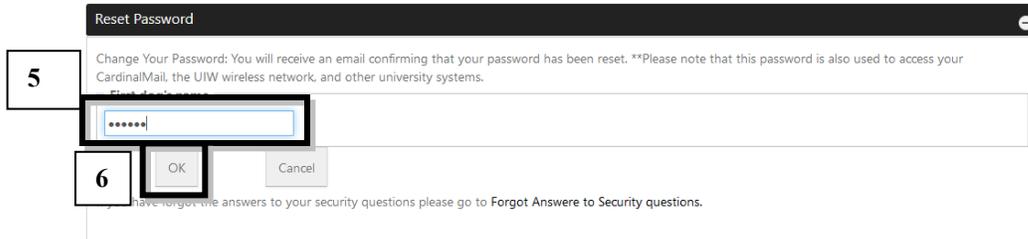
<https://www.microsoft.com/protect/fraud/passwords/checker.aspx>



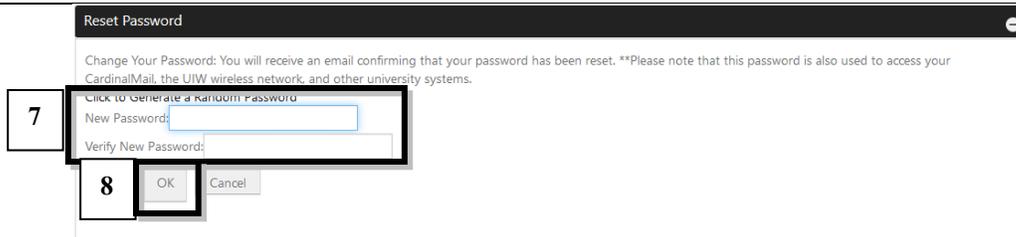
1. On the UIW Homepage click **My Word**
2. Type your **username and password**, then click **Reset Password** on the My Word login page.



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



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