

# Change your Password and Security Questions in MyWord

---

## Changing your Password

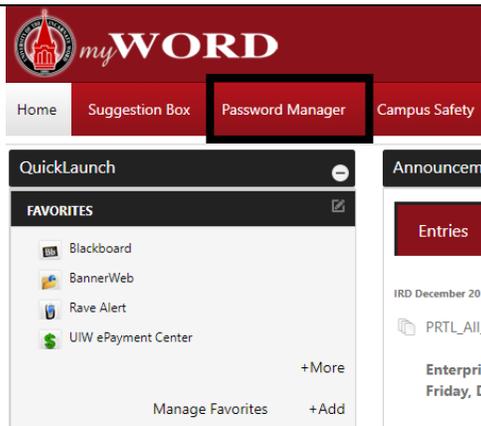
My Word, Blackboard, Cardinal Mail, and Banner access are protected by the same password. Therefore, it is imperative that you change your password as soon as you receive your login credentials. The fastest way to change your password is through MyWord. Your computer will be safer if you change your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

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

- Strong passwords are a combination of characters or phrases at least 8 characters long.
- Contain numbers, keyboard symbols, and both upper- and lower-case letters.
- Be significantly different from prior passwords.
- Not contain part of your name, user name, SSN, PIDM, or birthdate
- Not be a common word or name.
- Not be one of your 10 previous passwords

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

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



1. In the upper-left corner of the page, locate and click the **Password Manager** button

Please re-enter your password

**T**  
tpeak

Password

Sign in

2. A new page opens. Enter your **password** in the space provided
3. Click **Sign in**

Account Recovery Settings

Control your password and account access.

Get Started

4. The *Account Security page* opens. There are two options *Account Recovery Settings* and *Change Password*.
5. Click **Auto Recovery Settings**
6. Click **Get Started**

Security Questions

Set up your security questions and answers to recover your password.

TIPS FOR CHOOSING A GOOD SECURITY QUESTION

Please select a question—

A. What is your childhood nickname?  
What is the middle name of your oldest child?  
What is your favorite team?  
What is your favorite movie?  
What was your favorite food as a child?  
B. Your best friend of 20+ years (not a friend you were born to)  
Who is your childhood sports hero?  
A. Which is your favorite movie?  
C. What is your favorite food?  
Where were you born?  
D. What time of the day were you born? (hh:mm)  
What is your mother's date of birth? (mm/dd)  
What was the best birthday present you ever received?

Q: [dropdown]  
A: [input]  
Q: [dropdown]  
A: [input]

7. There are a series of four questions and answers to complete
8. Select a *different* question from each section by clicking **the drop-down link**
9. Type the **answer** where indicated
10. When all of the questions are chosen and answered, click **Submit**

*When recovering your password, you must answer one or more of these questions.*

Change Password

Secure your account by changing password

Change Now

11. Return to the *Account Security page* and click **Change Now**

---

**Change Password**

Current Password  
.....

New Password  
.....

Re-enter New Password  
.....

**UPDATE**

12. Type your **Current Password**, and your **New Password** in the spaces provided.
13. Click **Update**

---

*When creating your password, please take note of the following standards:*

---

Enter Your Username (precedes @ in your UIW email address).  
Example: If your UIW email address is jdoe2@student.uiwtx.edu, Username is **jdoe2**

**Minimum Password Standards:**

All systems shall have password that conform to the following password rules:

- Not contain any part of the user's account name, PIDM, SSN, or date of birth
- Be at least eight characters in length
- Contain characters from three of the following four categories:
  - English uppercase characters (A through Z)
  - English lowercase characters (a through z)

**Password History:**

Password history must be maintained in a manner that prohibits the 10 previous passwords from being reused.