

How Do I Change My Email/Computer Password?

CAMPUS PASSWORD SECURITY

Because of heightened security and portal technology, the campus is now using stronger passwords as your password will be used as your key to many resources on the campus including personalized web, email, database access, and electronic signature.

Please also note that once you change your password it can take as long as 20 MINUTES for all campus systems to be updated with the change.

PASSWORD REQUIREMENTS A strong password on campus **MUST be between 8 and 14 characters in length and contain at least 3 of the following 4 character types:**

- a lower case letter (a b c d ...)
- an upper case letter (A B C D ...)
- a number (0 1 2 3 4 5 6 7 8 9)
- a special character (= + * \$?) (! , . @)

The password can not contain any part of the login account name or users real name and must be unique within the last 24 times you have changed it.

PASSWORD GUIDELINES

Examples of good passwords that can be remembered:

- A pet's name = Skippy!3Z
- A favorite toothpaste = C0lg@t3!
- A favorite movie = Br@ve_heart!

It is a good idea to use a different password at the campus than you use at other web sites on the Internet. It is also best if it contains NO dictionary words that can be found in ANY multi-national language.

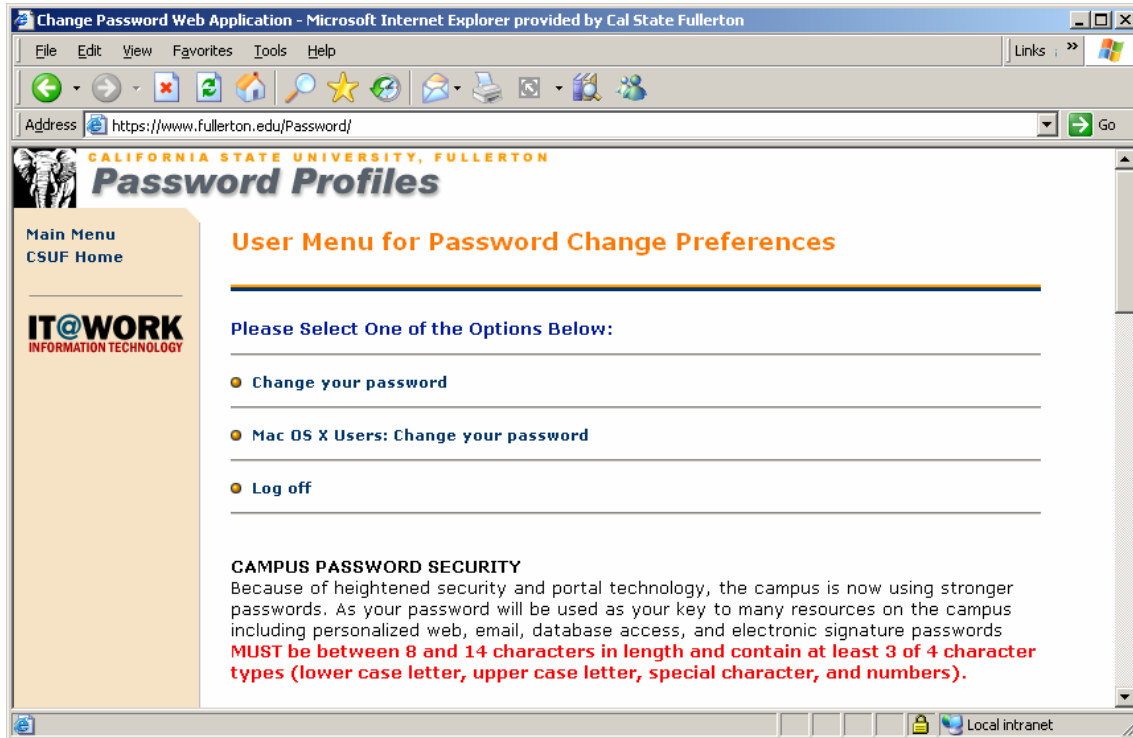
PLEASE NOTE: Your CSUF email/log on password is NOT the same as your TITAN INTERNET ACCESS PASSWORD!

There are two ways to change your campus computer/email password. One is through a web-based application at <https://password.fullerton.edu/>. This is accessible from any location where you can gain access to the Internet.

The second method is through tools provided on your PC or Mac operating system. Each of these is distinctive and can only be used when you are logging into the campus network.

Changing Your Password Through the Web

1. From any Internet connection, launch Internet Explorer and go to the following URL at <https://password.fullerton.edu/>
2. Click Change your password



3. The application will prompt you to log in with your existing log in name and password.

Enter as follows:

Username: *yourlogonId* Password: *yourownpassword*

Depending on your browser version, in some cases, you must log on as follows:

Username: *ad\yourlogonID* Password: *yourpassword*

Username: *yourlogonID* Password: *yourpassword* Domain: *AD*



4. On the following screen, enter your current password in old password.
5. *Next, enter the new password twice.*
6. After you fill out all of the fields, click on the Submit Changes button
7. You are done.

Change Password Web Application - Microsoft Internet Explorer provided by Cal State Fullerton

File Edit View Favorites Tools Help Links »

Address <https://www.fullerton.edu/Password/changeOldPassword.asp> Go

CALIFORNIA STATE UNIVERSITY, FULLERTON
Password Profiles

Main Menu
CSUF Home
Log Off

IT@WORK
INFORMATION TECHNOLOGY

Password Change Form:

Domain: AD

UserName: equinto

Old Password:

New Password:

Retype New Password:

[Go Back](#) [Submit Changes](#)

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Done Local intranet

To Change Your Password on a Campus PC Workstation

1. Log on to your computer as you normally do.
2. Press **CTRL + ALT + DEL** to bring up the Windows XP Security dialog box.
3. Press the **Change Password** button.
4. Verify your login name is in the **Username:** box.
5. Verify that "AD" appears in the **Log on to:** box.
6. Type your current password into the **Old Password:** box.
7. Type a new strong password into the **New Password:** box.
8. Type the same new strong password into the **Confirm New Password:** box.
9. Click **OK**
10. You should receive a message indicating, "**Your password has been changed.**"

If you do not get this message and get the following message instead, please refer to the guidelines on the first page for setting a strong password.

"Your password must be at least 8 characters; cannot repeat any of your previous 24 passwords; must contain capitals, numerals or punctuation; and cannot contain your account or full name. Please type a different password. Type a password which meets these requirements in both text boxes."

To Change Your Password on a Campus Mac Workstation

The only approved method of changing passwords on a campus Mac (OS X). Following any other procedure will result in a **keychain error** and will require assistance from the **Help Desk**. **DO NOT CHANGE YOUR PASSWORD ON THE WEBSITE** (unless you are out of town and must change passwords).

Only change passwords directly on your assigned rollout Mac or on your profile of a shared campus Mac OS X.

1. Go to the **Apple Menu** and choose **“System Preferences”**
2. Click on **“My Network Account”**



3. Click the **“Change”** button



4. Enter your current login password in the **“Current Password”** slot, and then press the **“Return”** or **“Tab”** key to authenticate.



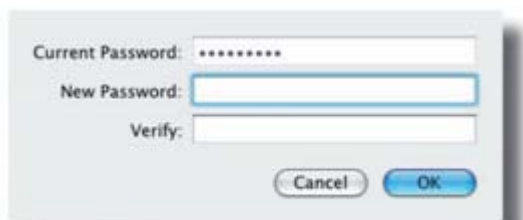
Current Password:

New Password:

Verify:

Step 4

5. Enter your new password into the “**New Password**” slot (**Note: New password MUST adhere to campus password policy**).
6. Re-enter your new password into the “**Verify**” slot, click “**OK**”.



Current Password:

New Password:

Verify:

Steps 5, 6

7. If everything has been done correctly, you will see a message verifying that your keychain password will be changed to your newly created password.



  Your Keychain password will be changed to your new account password.

Step 7

8. Now, you MUST **Log Out** of your profile and **Log In** using your newly changed password.