Password Guidelines

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CI Guidelines

- At least eight (8) non-blank characters
- At least three character classes of:
  - Uppercase letters
  - Lowercase letters
  - Numbers
  - At least one special character
- Must not contain your name or username

SSH Passphrases

Unless you have received prior approval and have taken the proper precautions, all SSH keys must have a strong passphrase. Failure to do so can result in account termination.

Password Advice

Even when passwords are encrypted, they can be guessed or "cracked", especially when they match a dictionary word or permutation. Here is brief advice for choosing good passwords and avoiding bad passwords.

Use:

- Something easy for you to remember with at least eight (8) characters
- An acronym derived from the first letter of each word of your favorite quotation

Don't Use:

- Any word in a dictionary (or simple permutation):
  - word
  - word followed by digits
  - word followed by digits followed by a single letter
  - digits followed by word
  - single letter followed by digits followed by word
- Simply modified words. If you need to use a word, horribly misspell it.
- Your name in any form -- first, middle, last, maiden, spelled backwards, nickname or initials.
- Your username, or your username spelled backwards.
- Your phone or office number, address, birthday, or anniversary.
- Your license-plate number, your social-security number, or any all numeral password.
- Any words or names spelled forwards, backwards, or in a foreign language
- "Hacker" spellings: (eg. 43770 for "hello" or "l33t" for "elite")
- All digits or all the same letter or letter sequences found on keyboards.
- Passwords you have used anywhere else, or your previous three passwords here.
## Changing Your Password

Go to the CI Accounts System and login with your CI username and current password. Click "Manage Accounts" on the left hand side and then "Set Password" next to your account. Follow the instructions presented.

## Resetting Your Password

Go to the CI Accounts System and select "Reset Password" on the left hand side. You will need to know the answer to your security question you created and access to the email account you listed when you requested your account. If you don't have both of these things you will need to email or call CI Support at 773-834-4102 to get your password manually reset.

## Mac OSX Settings

If you have changed your password, you may need to set up Mac OSX to recognize these changes.

The first thing to do is to change your keychain password. In order to do this, go to Spotlight Search (click on the magnifying glass in the upper right hand corner of the screen). Search for Keychain Access, and click on the keychain icon once it comes up. Once you are in Keychain Access, Control-Click on the keychain named 'login', located in the upper left pane of the window. Click "Change Password for Keychain "login". If you are prompted for a password, type in your old password. Once you have done this, a box prompting you for your Current Password, New Password and Verify should show up. In Current Password, enter your old password. In New Password, enter the new password that you just set. In Verify, also enter the new password you just set. Click 'OK', and your login keychain should be set up properly.