



Welcome to "I.T.S. Technology Tips," where we bring you some useful information about the technology here at Loyola and effective ways to use the technology. Please drop us a line at infoservices@luc.edu to let us know what you think or to send us topic ideas for future technology tips. Here is this week's technology tip.

Have you recently received reminders from I.T.S. that your password will soon expire? Do you have trouble thinking of secure passwords that you can remember? Are you depressed at the thought of having to remember another password and need some tips and tools on how to remember them? Passwords at Loyola automatically expire 180 days after the last time you changed your password. Though it may seem like a burden, I.T.S. creates this requirement to protect you! Password security is one of the best ways to protect your private information. People make themselves vulnerable to identity theft because they use only one password for multiple accounts, or they use simple words that are very easy for computer hackers to crack. There are widely available software programs that can crack passwords, both by guessing common ones and by generating possibilities randomly. A simple Google search for "password cracking software" shows how accessible these tools are to the regular public. Your defense? Protect yourself with a complex password that you can remember!

Loyola Password Requirements

- Loyola passwords must be at least 8 characters long and include at least 2 letters and at least two numbers
- You cannot use a password that matches any of the previous 10 passwords you have used.

Reminders

- Do not create a password using any form of your name or login name. Do not double your login name or reverse it. For example, if your UVID is jgreen32, jgreen32jgreen32 is not a good password.
- Use a combination of lower case and upper case letters in your password. Passwords that have one case only are easier to crack.
- Include special characters (!@#\$%) in your password.
- Do not use common words (including foreign words) as your passwords. "loyolarocks2006" is NOT a good password.
- Do not use numbers that are a matter of public record in your password, such as your phone number, your address, or parts of your Social Security numbers.
- Do not use the same password that you use for your online banking, your online shopping, credit cards, etc.

Hints on Creating Secure and Easy to Remember Passwords

- Take a word or phrase and remove the vowels from it (e.g. "I love the Ramblers" becomes "lvthRmblrs").



- Combine three small words to a password. For example, use "pentoered34" or "bigfigread1493". (Adapted from: <http://wiki.ehow.com/Remember-Your-Password>)
- Make up your own acronym. Create a phrase that has meaning to you and pick the first letter of each word. Make sure your phrase has numbers in the middle. A combination of numbers and letters is harder to guess or crack with a computer program. Examples: "I loved shopping at Banana Republic in 2005" (IISaBR05) or "My son Mason is 8 and my daughter Emma is 12." (MsM8MdE12)
- If you need help creating online passwords, try this free online password generator: <http://www.winguides.com/security/password.php>

Protect Your Password

- Never share your password with anyone. At Loyola, if someone has access to your UVID and password, that person can gain access to your sensitive financial, business, and health information. This is a serious matter. Take the time to create a secure password.
- Memorize your password. If you do forget it, you can reset your password using Loyola's Personal Account Manager (PAM) or by contacting the I.T.S. [Call Center](#). Do not write down your ID and password together on a piece of paper.

What if You Forget Your Password?

Resetting Your Password with PAM

- Don't despair! Loyola's [Personal Account Manager](#) (PAM) allows you to reset a forgotten password anytime of day without contacting the I.T.S. Call Center. In order to use this tool, you must first setup your account with "challenge" questions and answers. After setting up these questions, you will then be able to reset your password independently on this website by answering the questions correctly.
- You can also use PAM to reset your password at any time when you know your old password. You do not need to wait 180 days to change your password. If you think someone might know your password, consider changing it.

Contact the I.T.S. Call Center

- If you have not set up your challenge questions and answers in PAM and forget your password, you must contact the I.T.S. [Call Center](#) directly at 4-4444 on-campus, or 773-508-7190 off-campus to have your password reset.
- If you would like to discuss ways to make your password more secure, contact infosecurity@luc.edu. Additional information is available at <http://luc.edu/is/security/passwords.shtml>