Midstate College maintains a variety of systems that require a username and password to gain access. Usernames can only be changed by the Computing Services Department, and only in cases where the user's legal name has changed (e.g., marriage). Passwords can be changed at any time by the user, however, it is strongly recommended that if a user changes their password in one system, they change their password in all other systems as well.

**Employee Password Policy**

All users will be assigned a Midstate College computer account to access computer and network resources. An individual's password will allow access only to his/her own account. Users should not allow any other person, including family members, to access their account for any reason. Users must protect their accounts from unauthorized use by changing passwords periodically and using passwords that are not easily guessed. Network and CampusVue passwords will expire once per 90 days.

To ensure a high level of password security, all Midstate College network users should:

- Never give out a password (verbally or through any electronic communication)
- Never share a password or account
- Never write down a password
- Never store a password in a file on any computer
- Never leave a logged on computer unattended
- Immediately change the default password
- Immediately contact technical support with problems
- Immediately change the password and contact Technical Support if there is reason to believe a password has been compromised
- Always use strong passwords (for more information, see the Creating a Strong Password section in this guide)
- Always log off

Midstate College is not responsible for personal data lost as a result of poor password security. Any compromise of sensitive institutional data and/or materials will be the responsibility of the individual whose account was used to gain access, and may result in disciplinary action.

**Choosing a Strong Password**

Midstate College provides all users with a default password when they are entered into the system (generally the user’s first and last initials followed by the last four digits of their Social Security Number). Since the default password contains information that can be obtained from unwanted third parties, it is strongly suggested that all users change this default password once they have successfully gained access to the system(s). When choosing a new password users should adhere to the following guidelines:

- Passwords should not contain significant portions of a username or full name.
- Passwords should not be based on a word in the dictionary.
- Passwords should be at least six characters in length.
- Passwords should contain characters from at least three of the following four categories:
  A. Uppercase characters (A through Z).
  B. Lowercase characters (a through z).
  C. Numbers (0 through 9).
  D. Non-alphabetic characters (!, #, $, %, etc.).

**TIP:** To create a password that is both secure, and that can be easily remembered: Take the first letter of each word of a quote, song or phrase. Then, capitalize something (first letter is easy), and change some letter to a special character (change an s to a $ for example). Then, add a number on the end that can be incremented each time the password is changed.

For example: Hush little baby don’t say a word. The password becomes: Hlbd$aw4 (capital H, s turns into $, add a number 4 on the end). Simply recite the phrase while entering the password.

Once a new password has been chosen, the user can check the strength of the password at http://www.microsoft.com/protect/yourself/password/checker.mspx

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Midstate College Network/Email

The Midstate College Network and Midstate College Email use the same username and password. This password can be changed using one of two methods: the first, for those logged in on-campus, allows the user to change his/her password through the local computer; the second, for those off-campus, allows the user to change his/her password through Web Access Email (https://mail.midstate.edu/exchange).

On-Campus

The Midstate College Network and Midstate College Email password can be changed from any computer on-campus. To change the Midstate College Network/Email password, complete the following steps:

1. While logged in to any computer on the Midstate College network, press CTRL + ALT + DEL on the keyboard. This will open the Windows Security dialog box.

2. Click on the “Change Password...” button. This will open the Change Password dialog box.

3. Enter the current password in the “Old Password” text box.

4. Enter a new password in the “New Password” and “Confirm New Password” text boxes. Both text boxes must contain an identical password. Leave the “User name” and “Log on to” fields as they are.

5. Click on the “OK” button in the Change Password dialog box.

6. Click on the “OK” button when notified that ‘Your password has been changed’.

7. Click on the “Cancel” button in the Windows Security dialog box.
Off-Campus

The Midstate College Network and Midstate College Email password can be changed from any computer off-campus with Internet access. To change the Midstate College Network/Email password, complete the following steps:

1. While logged in to Midstate Web Access Email, click on the “Options” icon in the sidebar.

2. Click on the “Change Password” button near the bottom of the Options page.

3. Enter the word “midstate” in the “Domain” text box.

4. Enter the current password into the “Old Password” text box.

5. Enter a new password into the “New Password” and “Confirm New Password” text boxes. Both text boxes must contain an identical password.

6. Click on the “OK” button.
Midstate eLearning

Access to Midstate eLearning is only available to those currently enrolled in one or more eLearning classes. The Midstate eLearning password can be changed from any computer with Internet access both on- and off-campus. To change the Midstate eLearning password, complete the following steps:

1. While logged in to Midstate eLearning, Click on the “Preferences” icon in the sidebar.

2. Click on the “Change Password” link in the Preferences page.

3. Enter the current password into the “Current Password” text box.

4. Enter a new password into the “New Password” and “Confirm” text boxes. Both text boxes must contain an identical password.

5. Click on the “OK” button.

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Access to CampusVue is only available on-campus and to those faculty, staff, and administration whose jobs involve student records and/or institutional data. To change the CampusVue password, complete the following steps:

1. While logged in to CampusVue, double-click on the word “MIDSTATE” in the status bar (bottom right corner of the window). This will open the Session Parameters dialog box.

2. Click on the “Change Password” button. This will open the User Password Change dialog box.

3. Enter the current password into the “Old Password” text box.

4. Enter a new password into the “New Password” and “Confirm New Password” text boxes. Both text boxes must contain an identical password.

5. Click on the “Save” button.

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6. Click on the “OK” button.

7. Click on the “Save” button in the Session Parameters dialog box.