

Guide to: Changing Your IADT Password Online



IADT password expires every 90 days.

IADT Password requires a minimum of 8 characters.

Users are given notice from 14 days prior to it expiring on Microsoft OS based computer.

When you change your password you cannot use your last 15 passwords.

Please note that all activities on IADT's Networks are subject to IADT's ICT A/AUP and the IADT Wireless Network AUP (if applicable).

Access your email Remotely

If you access your email remotely or internally from any browser be it on a Windows based OS, Apple Mac or Linux OS and your password is with-in 14 days of expiring, you will get a similar message to the following at the top of your browser:

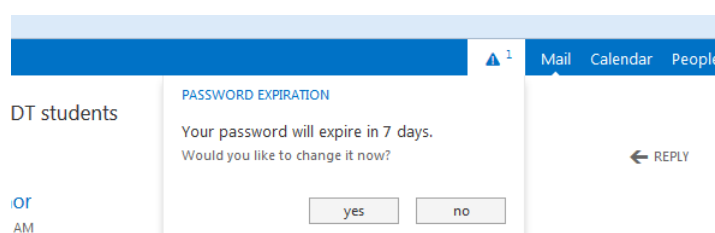


Fig 1. Password Expire Notice – Outlook Web Access

You can then choose to change your password by clicking the **Yes** button. You will then be presented with the below screen where you can change your password:

mail calendar regional **password**

change password

Enter your current password, type a new password, and then type it again to confirm it.

After saving, you might need to re-enter your user name and password and sign in again. You'll be notified when your password has been changed successfully.

Domain\user name:	<input type="text" value="INSTITUTE\"/>
Current password:	<input type="password"/>
New password:	<input type="password"/>
Confirm new password:	<input type="password"/>

save

Fig 2. Change Password Screen – Outlook Web Access

Enter your old password followed by entering your new password and confirming the new password. Then click the **Save** button.

You will be logged out of your email if you have successfully changed your password

You can now log into your email account with your new password.

How do I change my Password even if it isn't due to expiry?

If you are concerned that your password hasn't expired in a long time, going travelling and/or won't have access to a full browser for a while? And wish to change your password remotely?

Log into Outlook Web Access <http://owa.iadt.ie/owa> click Options (looks like a cog wheel) in Outlook Web Access as shown in the screen grab below:

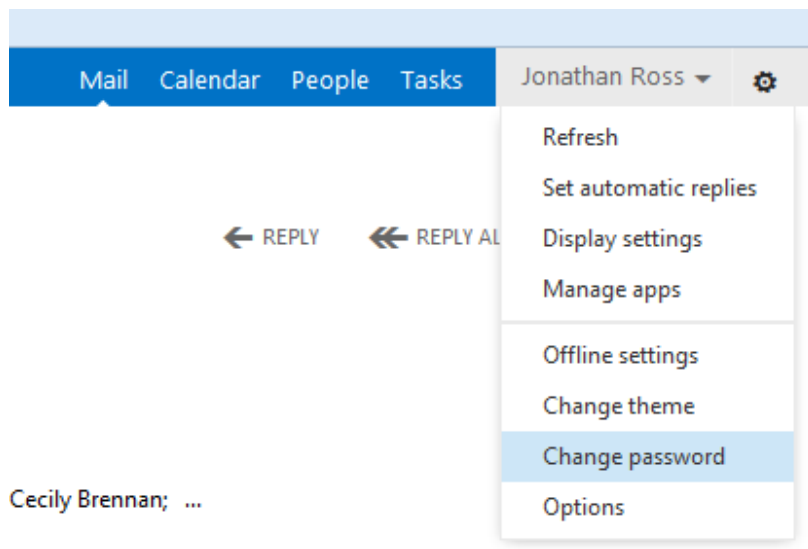


Fig 3. Options in OWA – Outlook Web Access

Then follow the instruction in the page above to successfully change your password. Once your password has been changed it will not expire for 90 days.

Password Expired?

If your password expired before you had the opportunity to change it, you can also reset your password through the IADT remote file access solution which is a quicklinks on the website or through <https://remote.iadt.ie>.

Guide to Picking a Strong Passwords

A strong password is always a difficult one to pick as one has to also remember it. Below are some pointers in choosing your password.

Password must:

- Be at least 8 characters in length. The longer your password is, the harder it is to crack.
- Contain different characters (no repeats).
- Look like a sequence of random letters and numbers.
- Be easy to remember but hard to guess.
- Use a varied set of characters, including lowercase and uppercase letters, numerals, and symbols (like spaces, dots, colons, quote marks, dollar signs).
- Be changed immediately if compromised.

Password must not:

- Include your name, e-mail address or the word "password".
- Use any actual word or name in any language.
- Use numbers in place of similar letters like S411y ("Sally").
- Use consecutive letters or numbers like "abcdefg", "234567".
- Use adjacent keys on the keyboard like "qwerty".
- Include repeating sequences like "xyzxyz".

Some examples of bad passwords are:

- mypasswo - Obviously plain-text based ("my password")
- nicole3 - Name-based
- lkjlkj - Repeating sequence
- S411y - Based on the word Sally with common letter/number substitution