**Change your password**

In order to change your password, please visit [http://id.rowan.edu](http://id.rowan.edu).

Using this site you may complete any of the following tasks:

- Obtain your Rowan Network username and password for the first time
- Change your Rowan Network password
- If you have forgotten your password, you may use this site to reset your password
- If your password has expired and you have been locked out of your account, you may use this site to reset your password
- You may reset your Banner Self Service PIN

Your Rowan Network Account along with your Banner ID Number and PIN are the keys needed to access many of Rowan's computing resources.

- **Change your password**
- **Outlook WebAccess**
- **Gmail for Students**
- **Banner Self Service**
- **Blackboard Login**
- **Access From Anywhere**

**Choosing a strong password**

It is becoming very common for intruders to attempt to compromise users' accounts by trying to guess or steal passwords. Sometimes they succeed, and when they do it is often because people chose very poor passwords or shared their password with someone.

We need Rowan users to choose stronger passwords and to never tell anyone else what that password is.

In order to further protect Rowan’s users and information, we require more complex passwords.

- All Rowan user passwords must be changed every 120 days
- Passwords must be at least eight characters in length
- Password must contain characters from at least three of the four following character groupings (A-Z, a-z, 0-9, special characters like #&!)

**The best method for choosing a password**

One of the best methods for generating a password is to do the following:

1. Make up a sentence you can easily remember. Some examples:
   
   - I have two kids: Jack and Jill.
   - I like to eat Ben & Jerry's ice cream.
   - No, the capital of New Jersey isn't Glassboro!

2. Now take the first letter of every word in the sentence and include the punctuation. You can throw in extra punctuation or turn numbers into digits for variety. The above sentences would become:
   
   - Ih2k:JaJ.
   - IlteB&J'ic.
   - N,tcoNJ'G!

As you can see, the passwords generated by this method can be fairly secure and are easy to remember if the sentence you pick is one that is easy for you to remember. (Please don't use one of the sentences above to generate your password.)

This video that goes over another good password creation scheme: [http://www.youtube.com/watch?v=COUST-Wafa4](http://www.youtube.com/watch?v=COUST-Wafa4).

**What not to do when choosing a password**

- Do not choose a password based upon personal data like your name, your username, birthday or other information about you that could be easily discovered.
- Do not choose a password that is a word (English or otherwise), proper name, name of a TV show or anything else that would be contained in a dictionary. Hackers will launch a “dictionary attack” by passing every word in a dictionary, which can contain foreign
languages, as well as the entire English language, to a login program in the hope that it will eventually match the correct password. The programs which perform dictionary attacks are often capable of trying simple permutations on dictionary words as well (such as trying them backwards).

- **Do not** choose a password that is a simple transformation of a word, such as putting a punctuation mark at the beginning or end of a word, converting the letter “l” to the digit “1”, writing a word backwards, etc. For example, “password,123” is **not** a good password, since adding “,123” is a common, simple transformation of a word.

- **Do not** choose passwords less than eight characters long and that are made up solely of numbers or letters. Use letters of different cases, mixtures of digits and letters and/or non-alphanumeric characters.

You should avoid writing down your password. You should especially avoid writing it down and leaving it in a non-secured place such as on a post-it on your monitor or a piece of paper in your desk. If you absolutely must write something down, we suggest doing the following:

- **Don't** write down the entire password, but rather a hint that would allow you (but nobody else) to reconstruct it.
- Keep whatever is written down in your wallet or other place that only you have access to.

**Finally, and most importantly, NEVER tell anyone your password or send it in an email.** Many scams use fake warnings to trick people into sending or submitting their passwords to them. No legitimate company or financial institution will EVER ask you to submit sensitive personal information through an e-mail or a link in an e-mail. No one in Information Resources at Rowan will ever ask you to send them your password. Please protect your information as much as you would protect your bank account.

**Tips for choosing a strong password** (video)