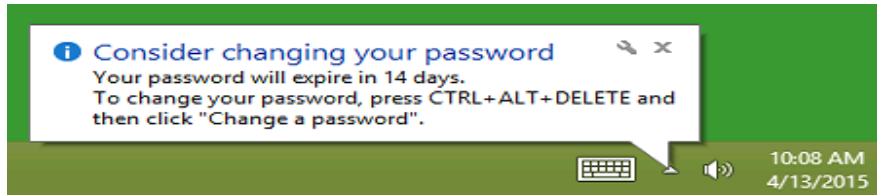# POB Password Change Frequently Asked Questions

(1) What does the Microsoft password change notification/alert look like on my computer?

(2) Where does the password change notification appear on my computer screen?
- In the bottom right hand corner of the computer screen (by the date and time)

(3) How far in advance does the password change notification/alert appear?
- <u>14 days</u>

(4) How often does the password change notification appear after the first alert?
- Every time the user signs in (logs on) for 14 days.
  <mark>**Please note that in order to receive the password change alert, it is important to sign out (log off) the computer at the end of each user session**</mark> (Note: Locking the computer does not sign out (log off) the user's account). **Press Ctrl + Alt + Del and choose the "sign out" option to sign out (log off) the computer.**

(5) How often must the password be changed?
- In accordance with auditor requirements, the password must be changed every 90 days.

(6) When should the password be changed?
- Be safe and proactive, change the password as soon as the password notification appears.

(7) How do I change the password?
- Press Ctrl + Alt + Del and choose the "change a password" option

(8) What are the password change requirements?
- Be at least eight characters in length
- Contain characters from three of the following four categories:
  - English uppercase characters (A through Z)
  - English lowercase characters (a through z)
  - Standard numbers (0 through 9)
  - Non-alphabetic characters (for example, !, $, #, %)
- Cannot be a previously used password
- Passwords can only be changed once per 24-hour period
- Please note that three incorrect sign in (log on) attempts will cause the user's account to be locked out for a period of 10 minutes.

(9) Should I be concerned about having to change my password if I am out of the district during summer break/vacation?
- No - the district will ensure that all password change notifications will be appropriately timed to notify users either pre or post summer break/vacation. Please contact the Central Office of Technology office at 516.434.3090 if you experience any issues.