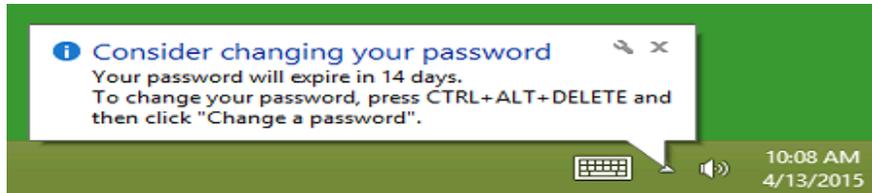


POB Password Change Frequently Asked Questions

(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?

- 14 days

(4) How often does the password change notification appear after the first alert?

- Every time the user signs in (logs on) for 14 days.

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 (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
- Cannot contain the user's account name or parts of the user's full name that exceed two consecutive characters
- 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.