

How to Change your IST Account Password

Overview

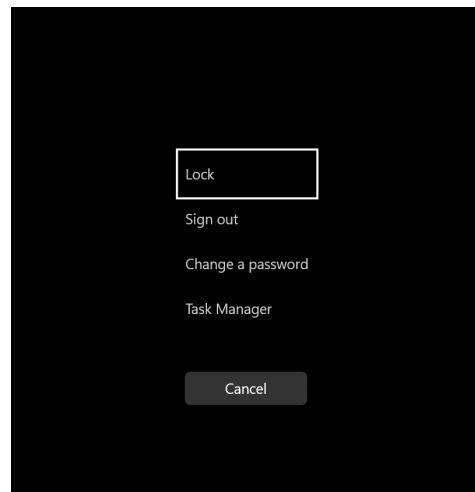
This guide outlines the steps on how to change your IST account password using an IST workstation. Per UCF IT Account Standard, a password changed occurs once a year.

Prerequisites

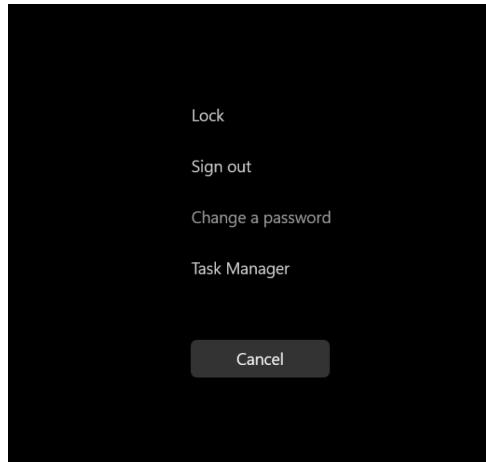
- **Password Expiration:** Ensure that your IST password is not expired or account disabled
- **Access to an IST computer:** If you are mobile, you must connect to the UCF VPN before changing your password.
- **Current IST Account Credentials:** To change your password, you must know your IST username and password. If not, please send an Email to helpdesk@ist.ucf.edu for additional assistance.

How to Change your password on your IST Windows Computer

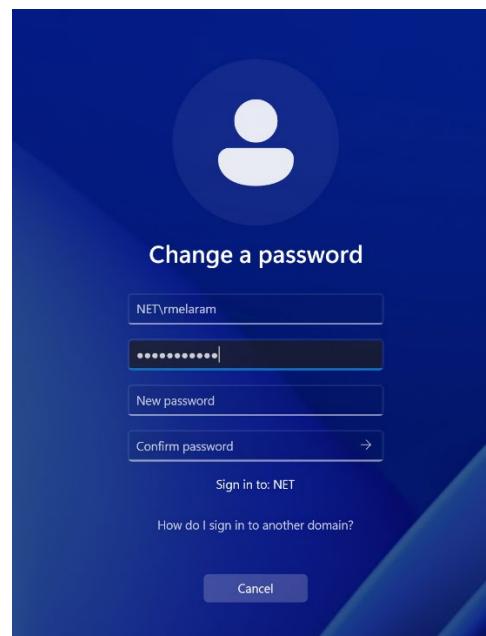
1. Press **Ctrl + Alt + Del** on your keyboard. You should see the following screen.



2. Select **Change a password** from the menu.

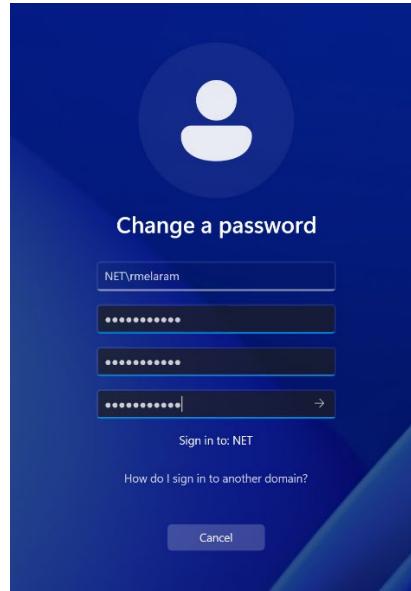


3. Enter your current password in the **Old password** field.



4. Type your new password in the **New password** field and confirm the second password field. **Passwords must meet the following requirements:**

- **Passwords must meet the following minimum requirements:**
 - Not contain the user name or parts of the user's full name
 - Be at least 8 characters in length
- **Contain characters from all of the following four categories:**
 - Uppercase characters (A through Z)
 - Lowercase characters (a through z)
 - Numerical characters (0 through 9)
 - Special characters (for example, !, \$, #, %)
- **Note 1:** Passwords should not be easily guessed, contain personal identifiable information such as but not limited to names of family members, birthdate, address, phone numbers, etc.
- **Note 2:** Passwords should also not contain three or more consecutive characters from an account's name or username (e.g., Joe Smith with username jo123456 cannot include joe, oes, esm, smi, mit, ith, o12, or 456 in his password).



5. Press **Enter** or click the arrow button to save the changes.

6. If you need your password reset, please contact the IST helpdesk via email: helpdesk@ist.ucf.edu

References

- **UCF Policy 4-002:** <https://it.ucf.edu/wp-content/uploads/sites/7/2021/05/4-002.pdf>
- **UCF IT Account Standards:** <https://infosec.ucf.edu/document/502-it-account-standards/>