

Changing Your University Password

Your University password gives you access to email, Blackboard, PebblePad, e:Vision etc, and also used to login to PCs in our public cluster rooms.

DOS AND DON'TS OF PASSWORDS

DO

- Ensure it is AT LEAST 8 characters long (up to 16 characters are permitted);
- Ensure it contains a number, lowercase and uppercase letter in the first 8 characters;
- Make it easy to remember, so you don't need to write it down;
- Make it something that you can type in quickly.

DON'T

- Use your username. This is not case sensitive – e.g. jrbloggs@student.bradford.ac.uk CANNOT have the password jrbloggs, jrBLoggs, or jrBloggsisAce;
- Use your first name or last name in any form or other easily obtained information about yourself (e.g. street name, etc);
- Use spaces or non-English characters;
- Use a word or name contained in a dictionary, spelling list, or other lists, including names of famous people.

Guidelines for Secure, Easily Remembered Passwords

Choose a line or two from a song or poem, and use the first letter of each word and then include a number. For example, "No woman, no cry" by Bob Marley becomes "Nwncb1BM".

Alternate between one consonant and one or two vowels with a number. This provides nonsense words that are often pronounceable, and thus easily remembered e.g. Rout2Boo.

Choose two short words and join them with number, e.g. Dog94paw, or cuP12mug.

The best advice is to change your password frequently.

CHANGING A KNOWN PASSWORD

1. Go to <http://www.bradford.ac.uk/lss/it-services/password/>.
2. Click on the link to **Change your password**.
3. Type in your **username** and **current password**.
4. Type in a new password and confirm it by re-typing it in the **Confirm New Password** box.
5. Click on **Submit Password Change** and on the confirmation page, click on **Exit**.

SETTING UP PASSWORD SECURITY QUESTIONS AND ANSWERS

You should set up password security questions and answers, so that if you forget your password you can set a new one yourself.

Note: If you have forgotten previously set security questions and answers, you can reset them by following these instructions, if you know your username and password.

1. Go to www.bradford.ac.uk/lss/it-services/password/.
2. Click on the link for **password security questions and answers**.
3. Read the notes and click on **Continue**.
4. Type in your **username** and **password** and click on **Log In**. This will open a new window.
5. Select a question from the drop down list on the left and type a response into the **Answer:** box on the right. Repeat this for the other two questions.
6. Click the **Store security information** button.
7. On the confirmation page, click on **Finished**.

FORGOTTEN PASSWORDS

Go to www.bradford.ac.uk/lss/it-services/password/, or a password kiosk on level 0 of the J B Priestley Library, the Hub or the Cartwright building at the School of Management.

If you have previously set up security questions and answers:

1. Click on the link to **set a new password**.
1. Type in your **UoB Number** and **Surname** and click on **Continue**.
2. Type in the correct answers to your 3 security questions and click on **Submit answers**.
3. In the **Enter Password** box type in a new password.
4. Re-type the new password in the **Confirm Password** box and click on **Store password**.
5. On the confirmation page, click on **Exit**.

If you have not set up security questions and answers, or have forgotten them

For students only:

1. Click in the **request a 4-digit security code** link.
2. Complete the form. The email address or mobile phone number you provide must be the one on record in e:Vision or you will not receive a security code.
3. Click on **Request New Security Code**.

A 4-digit security code will then be sent you immediately. This code will expire in 5 days.

Alternatively:

1. Click on the **form** link.
2. Complete the form (do not use your University email address). Click on **Submit**.

A 4-digit security code will be emailed to you no later than the next working day. This code will expire in 5 days.

Creating a new password using a security code

1. Go to www.bradford.ac.uk/lss/it-services/password/, or a password kiosk on level 0 of the J B Priestley Library, the Hub or the Cartwright building at the School of Management.
2. Click on the link to **create a new password**.
3. Type in your **UoB Number / Staff Number** and 4-digit **Security Code**.
4. Type in a new password, and then re-type it in the **Confirm Password** box.
5. Click on **Store password** and Exit from the confirmation page.