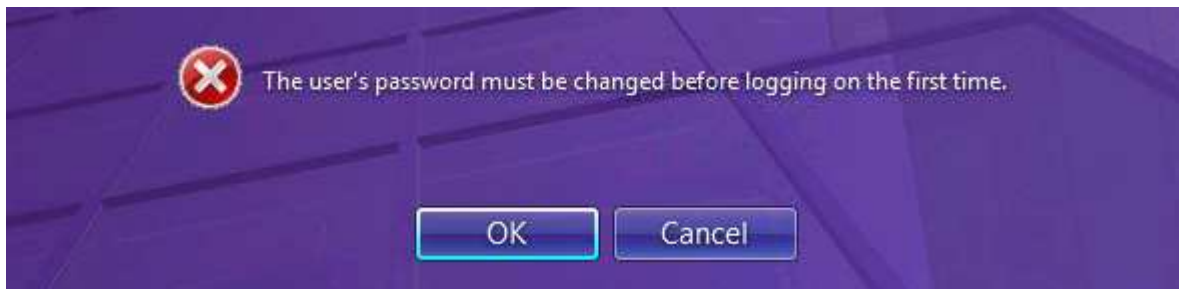


## To Change Your Password


If you are on campus (including VP, SWEC, ATDC, Pearl and Heathfield) you will see the following message:



Click OK and then type your new password in the boxes.

A login form with a purple background. It contains four input fields: "User name", a field with ten black dots, "New password", and "Confirm password". To the right of the "Confirm password" field is a blue circular button with a white right-pointing arrow. Below the input fields, the text reads "Log on to: SDC" and "How do I log on to another domain?".

If you are not on campus eg at home or at another outcentre , then please login to webmail from a browser (<https://webmail.southdevon.ac.uk> ) where you will be prompted to change your password as below.

The Outlook Web App password change page. At the top, it says "Outlook® Web App" in blue. Below that, "change password" in a smaller blue font. A message states: "Your password has expired and you need to change it before you sign in to Outlook Web App." There are four input fields: "User name:" with "username" entered, "Current password:", "New password:", and "Confirm new password:". At the bottom left, there is a blue circular button with a right-pointing arrow and the word "submit" next to it.

## Mobile Devices

You will need to change the password on your **Staff Wifi** connection if you use this when in College. Students should be able to log in via the login page once launching a browser using the new password.

If you have a **mobile device (i.e. iPhone, smartphone, tablet, iPad, etc.)** that you currently synchronise your college email to, these will not receive emails or calendar events sent to them. Your mobile devices will only start to receive them if:

1. You have changed your password on campus (including VP, SWEC, ATDC, Pearl and Heathfield) or via webmail and ...
2. You have then changed your email account password on your mobile devices.

If you cannot change your password on your mobile devices you will need to call into Helpdesk or call 654.

## Best Practice and More Information

Updating passwords is common practice in large organisations and is a good way of protecting our systems and network. Please note that the new password must be at least 6 characters long and one of the characters must be numeric. **You must not use your previous password.**

**To help you choose a secure password, we've found some tips to use as a guideline for creating secure passwords:**

### Tips for creating a secure password:

- Include punctuation marks and/or numbers.
- Mix capital and lowercase letters.
- Include similar looking substitutions, such as the number zero for the letter 'O' or '\$' for the letter 'S'.
- Create a unique acronym, such as 'MfTVp1MC2013' for 'My favourite TV programme is Master Chef 2013'
- Include phonetic replacements, such as 'fones 4 U' for 'Phones for You'.

### Things to avoid:

- Don't reuse passwords for multiple important accounts, such as Gmail and online banking.
- Don't use a password that contains personal information (name, birth date, etc.)

- Don't use keyboard patterns (asdf) or sequential numbers (1234).
- Don't make your password all numbers, uppercase letters or lowercase letters.
- Don't use repeating characters (aa11).

**Tips for keeping your password secure:**

- Never tell others your password (this includes significant others, colleagues, pets, etc.).
- Never write your password down.
- Never send your password by email.

If you have any questions please feel free to contact the Helpdesk on x654 or [helpdesk@southdevon.ac.uk](mailto:helpdesk@southdevon.ac.uk) and we will endeavour to help.