Security: Passwords / Passphrases

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A passphrase, as opposed to a password, is a phrase or short combination of words that is easy for the user to remember, and may contain spaces. Passwords are often shorter, do not include spaces, and consist of a random string of characters, or one or two words. Passphrases are more difficult to crack than passwords, so UW-Eau Claire has adopted new password requirements that encourage using a passphrase, and suggests that students use passphrases for their account password. As many of the steps in changing and resetting passwords still contain the word "password," this article will use password and passphrase interchangeably.

Contents:

- Changing a Password
- Resetting Passwords
- Passphrase Complexity Requirements
- PINs
    - Changing your PIN
    - Forgotten PIN

Changing a Passphrase

NOTE: If you are unable to gain access to campus services (including webmail), you may need to reset your password.

Follow these steps to change your password online:

1. Visit myusername.uwec.edu.
2. Select **Change Account Password.**
3. Login using your existing credentials.

    NOTE: If you cannot login successfully, you will need to reset your password.

4. Enter your new password as directed on the page.

If you are on a campus Windows computer, you can also change your password using the process described below:

1. Sign in to the campus computer with your UW-Eau Claire username and password.
2. Press [Ctrl]+[Alt]+[Delete] on your keyboard.
3. Click **Change a Password.**
4. Enter the current/new password as directed.

NOTE: The new password you create will need to fill the minimum requirements as described below.

Resetting Passphrases

If you forget your current password, you can easily reset it.

NOTE: This method requires your Blugold ID number and the last four digits of your social security number(or PIN if you do not have a social security number)

1. Visit myusername.uwec.edu.
2. Click **Reset Account Password**.
3. Fill in your Username, seven digit Blugold card number and last four social security numbers(or PIN if you do not have a social security number)
4. Read the password complexity requirements and enter a new password, twice.
5. Click **Reset Password.**

Passphrase Complexity Requirements

The requirements for UWEC passwords are as follows:

1. Passphrases must be at least 12 characters long.
2. Passphrases must include characters from any 3 of the following 4 categories:
   - Uppercase letters: e.g. A – Z
   - Lowercase letters: e.g. a – z
   - Digits: e.g. 0 – 9
   - Non-alphanumeric characters: e.g. ~ ` @ # $ % ^ & * ( ) + = \ | [ ] { } ? < >
3. Passphrases may not contain a string of characters that is identical in whole to your login ID.
4. Past passphrases may not be reused.
5. Passphrases must be renewed every 180 days.

PINs

Changing Your PIN

If you wish, you may change your assigned PIN to a four-digit number of your own choosing.

1. Visit MyBlugold CampS.
   NOTE: For more information on using MyBlugold CampS, check the documentation for

Students and Faculty.

2. Navigate to *Self Service > Student Center.*
3. Select **Change My PIN** from the *other personal...* dropdown.

4. From that page, enter your current PIN and the four-digit number you would like to change it to.

Forgotten PIN

There are several ways to get your PIN if you have forgotten, depending on personal preference.

- **Students**

  For your privacy, we do not give your PIN out over the phone (and we will never ask you for it). The LTS Help Desk can request an email with just your pin to be sent to your Other (off-campus) email on file. To initiate this request please email helpdesk@uwec.edu from your 'Other' email on file. You could also call the help desk **715-836-5711** from a phone number that you have on file. If you are on campus, you may also stop at the LTS Help Desk (Vicki Lord Larson Hall room 1106) and show ID to initiate the request.

- *NOTE: Your username is not confidential and can be given over the phone*.

- **Faculty and Staff**

  Contact the Human Resources department for your PIN.