

## Passwords

Your User ID and Password allows you to access the resources required to perform your job functions. It is imperative that you safeguard your ID and password by following these guidelines:

- Memorize all passwords.
- Passwords should be easy to remember, but not easy for someone else to guess. The names of family, pets, or hobbies do not make good passwords.
- Never write down your password, all written records of passwords should be destroyed.
- You will be forced by the system to change the password every 180 days (once every six months). However, resetting your password every 30 days will provide a greater level of security.
- If somebody contacts you in person, via the telephone, or by e-mail asking for your password, do not give it to them. No one needs to know your ID or password. If somebody does contact you, contact the Security Administrator.
- Never share your ID or password with anyone. ***Keep in mind that you will be held accountable for their actions.***

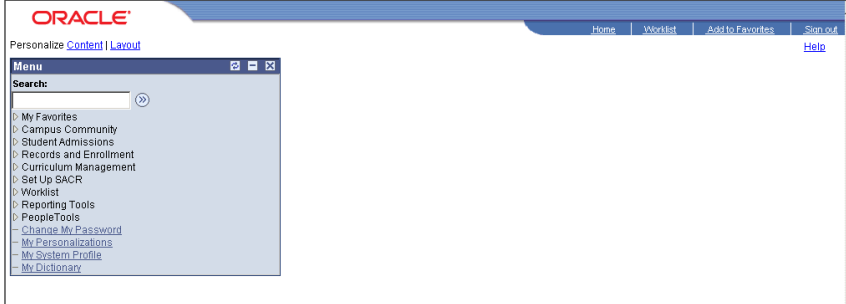
### Contacts for Password/Security Issues

- If you forgot your password for PeopleSoft, contact the Support Desk at 330.972.6888.
- If you need to increase, decrease, or change your PeopleSoft security, contact the Security Administrator at [pssecurity@uakron.edu](mailto:pssecurity@uakron.edu).
- If you forgot your PeopleSoft ID or you are uncertain of what your PeopleSoft ID is, contact the Security Administrator at [pssecurity@uakron.edu](mailto:pssecurity@uakron.edu).

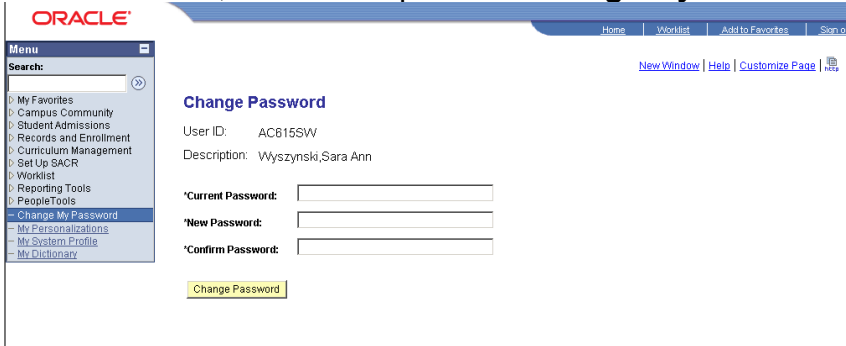
## Changing Your Password

### Steps

1. Sign in to PeopleSoft.



2. From the Menu, select the option for **Change My Password**.



3. In the **Current Password** field, enter your password.

4. In the **New Password** field, enter a new password.

When creating a password for PeopleSoft, it must be a minimum of 8 characters consisting of at least one letter and one number. Mixed case (upper and lower) and special characters (\$#(&@, etc) are acceptable, but not required. Spaces are not acceptable.

5. Enter the password again in the **Confirm Password** field.

6. Click on the **Change Password** button.