

Passwords

Discussion

Your PeopleSoft User ID and Password allow you to access the resources required to perform your job functions.

When creating a password, it:

- Must be a minimum of 8 characters
- Must contain at least one number and one letter
- May be in upper, lower or mixed (upper and lower) case
- May include special characters, such as \$#
- May not include a space

Passwords are case sensitive.

It is imperative that you safeguard your User 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. 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 PeopleSoft password, do not give it to them. No one needs to know your PeopleSoft password. If somebody does ask for your password, notify the PeopleSoft Security Administrator, Sheila Thomas, at tsheila@uakron.edu.
- Never share your User 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 or would like to speak with someone regarding your PeopleSoft security, contact the Support Desk at 330.972.6888.
- If you need to apply for or modify your PeopleSoft security, complete the security request form, which is available at <https://footprints.uakron.edu/secure/ps> .

Exercise 1: Change Your Password

1. Sign in to PeopleSoft.

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

The screenshot shows the Oracle PeopleSoft interface for changing a password. At the top left is the Oracle logo. The top navigation bar includes links for Home, Worklist, Add to Favorites, and Sign out. A search bar is located in the top right. The left-hand menu is open, showing various options, with 'Change My Password' highlighted. The main content area is titled 'Change Password' and displays the following information: User ID: AC815SW, Description: Wyszynski, Sara Ann. Below this are three input fields: '*Current Password:', '*New Password:', and '*Confirm Password:'. A 'Change Password' button is positioned at the bottom of the form.

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

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

Keep in mind the password requirements on the previous page.

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

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