Berea College IT Department

Berea College Account Password Policy

Length/History

Must be at least 10 characters long and cannot be one of the last 5 passwords used.

Complexity

Must contain characters from at least three of the following four categories:

1. English uppercase characters (A - Z)
2. English lowercase characters (a - z)
3. Base 10 digits (0 - 9)
4. Non-alphanumeric (*, %, +)

Dictionary

Passwords cannot contain easily guessable words such as "Berea", "Fall 2016", or "Password", and they cannot contain the user display name or username.

Patterns

Passwords cannot contain character patterns like "abcde", horizontal keyboard patterns like "qwerty", repeating patterns like "passwordpassword", or repeating characters like "aaaa".

Expiration

Network passwords expire every 270 days. Passphrase change reminders will be sent out when you have 14 days remaining and again at 7 days and 2 days. However, it is not advisable to wait until the 270th day to change your passphrase. You should always try to change it prior to hitting the 270-day limit.

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Guide To Changing Your Password

1. Navigate to: passphrase.berea.edu
2. Login to Passphrase with your username and password. (username@berea.edu) The username is the first part of your email address
3. After logging in, click "Change Password"
4. For the "Old Password" field, type in your current password (if not yet expired), or a temporary password set by the IT Department Helpdesk (Temporary password format: B#!LastFourSocial)
5. Create a new password and type it in the two fields for verification. See the policy above for complexity requirements
6. Restart the computer. This allows Microsoft apps to sync using the new password without prompts.
7. After successfully changing your password, it is recommended to immediately update the password for any college Wi-Fi connections on your devices (computer, iPhone, iPad, etc.). Failure to do so may result in account lockouts

If you have completed a password change and find that your new passphrase does not seem to work, it is likely that a secondary device still has a previous password stored and has **locked out** your account. Until you identify the device and update the passphrase, you may continue to experience account lockouts. An account lockout will take up to an hour to auto-reset, but **it is critical for you to identify and update all devices or the account will continue to be locked out**.

Special Notes:

If you are changing a workstation or non-standard account password, you will not be able to use passphrase.berea.edu. In this case, please contact Help Desk at help_desk@berea.edu or (859) 985-3343

If you are changing a password off-campus or are offline, your Berea College issued laptop will **NOT** be able to login with the new password. Only until you return to campus and reconnect your laptop to the College's network with a wired ethernet cable or BCSecure Wi-Fi, you **will need to remember two passwords**: the old password to log into your computer, and the new password to log into Berea College resources such as my.berea.edu, email, VPN, etc.

For assistance, please contact the IT Department Helpdesk.