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How to Change Your CTC Password

Passwords play a central role in maintaining security. Select a strong password that can be easily remembered but not easily guessed. The best passwords possess an element of randomness unique to the user (e.g., a favorite song verse, quote, or rhyme).

To reset your password, complete the following steps:

1. Hold down the Ctrl + Alt + Del buttons at the same time.
2. Select “Change Password...” from the list.
3. Enter your current password.
4. Enter a new password.
5. Re-enter the new password to confirm that it is correctly spelled.
6. Click “OK.” You will see a message stating that your password has been successfully changed.

Passwords must meet the following criteria:

- They cannot contain the user's account name or parts of the user's full name.
- They must be at least eight characters in length.
- Passwords must contain characters from three of the following four categories: 1) An uppercase character (A through Z); 2) A lowercase character (a through z); 3) A number; 4) A symbol (e.g., !, \$, #, %).

Complexity requirements are enforced when passwords are changed or created. The last six passwords are also remembered and disallowed.