



Office of Information & Technology
Desktops & Servers
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Domain Password Changes

Introduction

In conjunction with our existing adopted Acceptable Use Policy and Password Policy (both can be viewed at www.pghboe.net, (bottom of District homepage), the District will be mandating compliance with the Password Policy beginning December 16, 2008 for all staff domain login users. The context of the password strength and expiration are found within the policy but are provided below for your convenience:

1. All domain passwords must be changed every 90 days.
2. All passwords must be a minimum of 8 characters in length and be uniquely constructed to contain both letters AND numbers, to reflect a strong password.

Strong passwords:

- contain both upper and lower case characters (e.g., a-z, A-Z)
- have digits and punctuation characters as well as letters (e.g., 0!@#\$\$%^&*()_+|~=\[\]:";)
- are not words in any language, slang, dialect, jargon, etc.
- are not based on personal information, names of family, etc.

In preparation of this mandate, we have acquired a self-service password management tool to assist you with being able to obtain a real-time password change in case you forget it. We have created two videos which outline the use of this tool and how to set-up your three secret questions to utilize this tool. (Populating the three secret questions prior to forgetting your password and using the tool is necessary). Prior to December 16, 2008, we encourage you to visit the District's homepage and access the tool under the "Staff" tab across the top. It's labeled "Password Reset System".

Please be aware that if you fail to change your password prior to its expiration, your account will be locked-out. If locked-out, you can contact the Call Center to restore your account or access the self-service password portal if you have completed your account set-up by answering your secret questions. (Accessible at the CNTL-ALT-DEL login)

General Questions

Please contact the District Call Center at 412-390-2790 or trouble@pghboe.net