My Password Services for ALL Employees

My Password Services will be used to change your password, reset forgotten passwords, and unlock a locked account.

After December 29, 2014
My Password Services will maintain the *synchronized* password you will use for all NC State programs *(Desktop, Outlook Email, My Services, Encore, MyNC, Canvas, and My Password Services).*

Login

- **Your current email username** will be used to log into ALL programs (Desktop, Outlook Email, My Services, Encore, MyNC, Canvas, and My Password Services). Username consists of your first initial and entire last name. (Some of you may have a slightly different username due to duplicate usernames.)
- **Your current email password** will remain the same and be used to log into ALL programs.

Password Expiration

- Your password will expire every 90 days.
- **All** password changes need to be done through **My Password Services**.

Confirmed Password Policy
Please follow the conventions of the *Confirmed Password Policy* when creating your new password:

- Password must not contain the user's account name or parts of the user's full name that exceed two consecutive characters.
- Be at least eight characters in length.
- Contain characters from three of the following four categories:
  1. English uppercase characters (A through Z)
  2. English lowercase characters (a through z)
  3. Base 10 digits (0 through 9)
  4. Non-alphabetic characters (for example: @, !, $, #, %)
- Complexity requirements are enforced when passwords are changed or created.
- Enforce password history = 12 passwords remembered.
- Maximum password age = 90 days.

How to Access My Password Services
Roll over ***Faculty & Staff*** from our home page and choose ***My Password Services*** from the pop up menu.
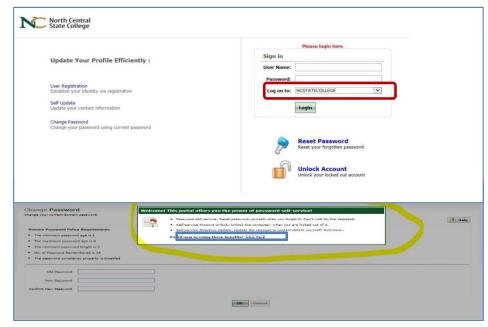
My Password Services Login

Log into *My Password Services* using your current email username and password. *(If you do not know your username and password for your email account please contact the IT Service Desk.)*

Next to **Log on to:** Choose **NCSTATECOLLEGE**

Enroll

My *Password Services* first time visitors will get a welcome screen with a link to enroll if you haven't already enrolled.

1. Enrollment consists of answering security questions.

2. When you successfully complete the enrollment, you can then use the website for password maintenance.

Password Expiry Notification

Enrolled participants of My Password Services will receive a *Password Expiry Notification* email message to remind you to change your password.

From: MyPassword@ncstatecollege.edu [MyPassword@ncstatecollege.edu]
Sent: Wednesday, October 08, 2014 8:00 AM
To: Anthony L. Taylor
Subject: Password Expiry Notification

Dear Anthony L. Taylor, Your password will expire on 10/14/14 08:32:01 (MM/dd/yy HH:mm:ss). Please change your domain password through the My Password program as soon as possible. Thank you. Regards NC State Network Administrator

Please contact the IT Service Desk 419-755-4734 for more assistance.

North Central State College
ITS DEPARTMENT