

## Password Requirements and Hints

### What You Need to Know

#### Passwords expire every 90 days

When it's time to renew your password, you will be asked to change it on the website when you next log in.

#### To change your password you need to know your password

If you save passwords on our websites make sure you don't forget what they are. When it comes time to change passwords, you will need to type your old one in – make sure you know it!  
*(Extra Note: If you've changed your password you'll need to enter it in the first time on each website – it will still have your old one saved)*

### What Your New Password Needs

#### Must be at least 8 characters long

Short passwords like *Cat1* or *Hello!* will not be accepted.

#### It needs to have a Capital Letter, a Lower Case Letter, and a Number

**Acceptable** passwords look like this:

*Capricornia2015*

*2distanceEd*

*Jump4Joy*

**Unacceptable** passwords look like this:

*capricornia15* (No capital)

*Capricornia* (No number)

*CAPRICORNIA15* (No lower case letter)

#### Can't use a previous password

If you have used *Capricornia15* before, it will not be accepted again. If it won't accept your password and you've followed all the other guidelines, you may be trying to use an old password. Try using a different number like *Capricornia2015*.

#### Can't contain all or part of your name or username, or the word password

Passwords can't contain more than 3 letters in a row of your name or username. If your name is Reginald Norbert neither *Reginald1* nor *Norbert1* will be accepted. *Password1* will not be either, although you will be able to use *Passw0rd* (with a zero, not an o).

### Who To See If It Doesn't Work

#### Your Teacher

If you don't know your password then your teacher can reset it for you. You will have to change when you log in, so have a new password ready to go!

#### Tech Officer

If you're really unable to change it (Don't just try one and give up – get creative!), the school's tech officer will be able to change it for you. This will give you 90 days to think of a new one.