

Changing Passwords

The following provides information on how to change your NetID password and your administrator password. Please DO NOT make you NetID and administrator password the same password. If you have forgotten your password then other steps must be taken.*

Administrator Password –

1. You must logon to your computer as the administrator. Be sure to change the domain to the name of the computer [example: polk-ws15 (this computer)] and not IASTATE.
2. Press Ctrl-Alt-Delete all at the same time.
3. Click Change Password.
4. You will have to reenter the old password first and then type your new password twice (once in each box). EIT recommends you create a passphrase** rather than a password.
5. Click OK. If you get a message about the length of your passphrase just click OK. Long pass phrases do not work on Windows 95 and 98 machines. This does not concern you since you should be using Windows XP.
6. Make sure you keep a copy of your passphrase somewhere safe so you can use it again. DO NOT SHARE YOUR PASSPHRASE WITH ANYONE ELSE!

NetID Password -

1. The process is very similar to changing your administrator password. However, you must first logon to your computer with your NetID. Make sure the domain is set to IASTATE. (Remember, your net-ID is your email address without '@iastate.edu')
2. Press Ctrl-Alt-Delete all at the same time.
3. Click Change Password.
4. Reenter the old password first and then type your new password twice (once in each box). EIT recommends you create a passphrase** rather than a password.
5. Click OK once you are done. If you get a message about the length of your pass phrase just click OK.
6. Make sure you keep a copy of your password somewhere safe so you can use it again. DO NOT SHARE YOUR PASSPHRASE WITH ANYONE ELSE!

*You have forgotten your password

Administrator-

Call the EIT Hotline for help. Please have the following information ready.

1. The name of the computer. This is very easy to find out. Logon to the computer with your NetID. Right-click on My Computer (located on the desktop) and select Properties, (the last choice in the list).
2. Once the properties dialog box appears, select Computer Name. About a third of the way down in the dialog box you will see: "Full computer name:" followed by the computer name.

It is also helpful to have the computer's IP address incase the computer name cannot be found.

1. Click on the Start button at the bottom left of the desktop and select "run". This should be at the bottom of the right column.
2. In the new dialog box that appears type the "cmd". Click OK.
3. Type "ipconfig" and hit enter.
4. The IP address should be the first set of numbers listed (example: 10.17.10.10). Write that down.

You are now ready to call the Hotline 515-294-1725.

NetID-

If you have forgotten your NetID password you must call the campus IT support 515-294-4000. EIT cannot help you.

**Passphrase Examples

Use a passphrase instead of a traditional password. We all know that good (long and random) passwords are hard to remember, so don't forget you can use a passphrase instead. A passphrase is a short sentence with spaces between the words. By using real words you've made the passphrase easier to remember and quicker to type. When you use five or more words, plus the occasional misspelling or capitalization, symbol or numeral, you've got a rock solid passphrase. Here are some examples:

my 100 pups play fight
maxx 20 times a day
a 200% raise is nice!
I love my kitty she's four yeerz old