



These are the rules for creating Staff Passwords:

- 1) 7 characters or more
- 2) Must have at least 3 of these 4 things: uppercase, lowercase, numeric, special
- 3) Cannot reuse your last 4 passwords
- 4) Cannot contain 3 or more consecutive letters of your username

Passwords expire every 90 days

You can use Outlook Web Access (webmail) to change your password and set a new one if it is expired