Use strong passwords!

**myWSU Passwords**
- should be strong passwords.
- are not to be shared.
- are case sensitive.
- are letters and numbers with a minimum length of 8 and a maximum length of 16.
- do not contain spaces.
- start with a letter (A-Z or a-z).
- must include at least one number (0-9).
- do not contain special characters.
- will expire every 90 days.
- may not be reused until it has been changed an additional six times.
- cannot be the same as myWSU ID.

*Additional password rules may be distributed at a later date.*

**Strong Password Do's**
- Consider using the first letter of each word in a phrase and incorporate numbers. For example:
  - tq6fjotld  the quick brown fox jumps over the lazy dog.
  - jajru4th  jack and jill ran up 4 the hill.
- Start with a dictionary word and incorporate numbers to create a non-dictionary word.
  - ba2nner  banner and the number 25
  - fla4gpo8le  flagpole and the numbers 4 and 8

**Password Don'ts**
- Avoid using personal information.
- Avoid using a dictionary word.
- Should not be easy to spot. Avoid using passwords with patterns such as a1234567, nnnnnnn9, or qwertyui2 (keys right next to each other).
- Do not use any of these examples as your password.

**Password Management**
To change your password, go to http://myWSU.Wichita.edu and click “Manage your password.” *Keep in mind, passwords expire every 90 days.* There are three choices for managing your password:

**Setup Password**
Use this option if you have never used your myWSU ID before.

**Change Password**
Passwords expire every 90 days. Use this option if you are within the 90 day period and wish to change your password.

**Forgot Password**
Use this option if you have not changed your password within the past 90 days (expired password) or if you forgot your password.