BEST PRACTICES FOR CHANGING NETID PASSWORD STANDARD

Scope:

The Best Practices for Changing NetID Password Standard governs the use of data and technologies affiliated with research at Kennesaw State University

Note:

Users must abide by all applicable University policies.

1. Changing your Password:

Changing your NetID password annually (at a minimum) per the KSU Username and Password Policy is an important measure to protect KSU data from unauthorized access. If you have any reason to believe that your account has been compromised, it is critical that you change your password immediately to limit any potential access that a hacker may have to campus systems. To change your password, go to https://netid.kennesaw.edu, log in with your existing credentials, and click on the "Change Password" link.

2. Accessing e-mail:

After your NetID password is changed, you will no longer be able to access your Zimbra e-mail via Outlook, Thunderbird, Mac Mail, or smart phone until you update your account settings to reflect the new log in information.

3. Wireless Network connectivity:

You should also be aware that when your NetID password is changed, your KSU wireless network settings on your laptop or mobile device need to be changed to reflect the new password, or you will be unable to connect to the network.

4. Accounts not affected:

There are currently a number of campus systems that do not use authentication via NetID:

4.1 KSU Connect

4.2 Banner INB

4.3 NolijWeb

4.4 KSU Web

4.5 Track-It

The above accounts' passwords must be changed independently of NetID. If the same NetID password is used for any of them, it is critical that they be changed in the event of a possible account compromise to prevent hackers from accessing these systems. If you encounter difficulties or have questions regarding changing your password(s), please submit to the KSU Service Desk at https://service.kennesaw.edu or via phone at 470-578-6999.

Exceptions:

Request any exception to this standard via a service ticket to the KSU Service Desk at https://service.kennesaw.edu.

Review Schedule:

The Best Practices for Changing NetID Password Standard will be reviewed annually by the Office of the Chief Information Officer and Vice President for Information Technology or his/her designee.

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Effective Date	June 17, 2011
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Responsible Office	Office of the Vice President of Information Technology and Chief Information Officer
Contact Information	University IT Services – Service Desk Phone: 470-578-6999 Email: service@kennesaw.edu