

Change Password

When you leave your home, you lock the door. This is the easiest way to keep your home safe. Like a locked door, a password keeps your computer safe from unwanted intruders.

At UIW, your Blackboard access and Cardinal Mail are all protected by the same password. The first time you login to Blackboard or Cardinal Mail, you will use your **PIDM number** as your password. It is imperative that you change this password after your first login. Your computer will be even safer if you change your password regularly; at least every 30 days.

There are two types of passwords, strong and weak.

- Examples of **weak** passwords include:
 - Terms with a short character count (less than 8 letters).
 - Common names, or terms associated with you such as your name, family member's name or your department.
 - Any complete word found in a dictionary.
 - A common number such as your zip code, or birthday.
- However, a **strong** password is:
 - At least 8 characters long.
 - Combines uppercase letters, numbers and punctuation characters, or a combination of the three.
 - Is considerably different from other passwords that you use
 - Is not a complete dictionary word.
 - Contains a phrase or word combining letters and characters.

Because a weak password can be easily hacked, follow the above guidelines for developing strong passwords, and then test the password strength here:

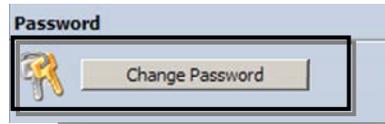
<http://www.securitystats.com/tools/password.php>

Now that you have created a strong password for Blackboard and Cardinal Mail, change the password in Cardinal Mail.

1. Open Cardinal Mail by clicking the **Cardinal Mail** link on the UIW homepage.
2. Login with your **username** and **password**.
 - Your **username** is the name that precedes “@uiwtx.edu” in your email address. If you do not know your email address, it is located through the **Personal Information** tab in Banner.
 - Remember, the first time you login to Cardinal Mail, your **password** is your PIDM number.
3. Click **Options**.



4. Scroll down to the bottom of the page.
5. Click on the **Change Password Button**.



6. Fill out the form with the following information:
 - a. Domain: **AD**.
 - b. Account: your **username**.
 - c. Old password.
 - d. New password.
 - e. Confirm new password.
7. Click **OK**.

UIW
Help @ <http://support.uiwtx.edu/Computer/PDF/OWA%>

a	Domain	ad
b	Account	auser
c	Old password	••••
d	New password	••••••••
e	Confirm new password	••••••••

OK Cancel Reset