Passwords

Changing your Password
My Word, Blackboard, Cardinal Mail, and Banner access are protected by the same password. Therefore, it is imperative that you change your password as soon as you receive your login credentials. The fastest way to change your password is through MyWord. Your computer will be safer if you change your password every 30 days.

To ensure password safety, create a strong password. A strong password is:

- Strong passwords are phrases (or sentences) at least 8 - 14 characters long.
- Contain numbers, keyboard symbols, and both upper and lower case letters.
- Be significantly different from prior passwords.
- Not contain your name or user name.
- Not be a common word or name.

Once you have chosen a password, you can test password strength here: https://www.microsoft.com/protect/fraud/passwords/checker.aspx

1. On the UIW Homepage click My Word
2. Type your username and password, then click Reset Password on the My Word login page.
3. The Reset Password page opens. Type your username in the space provided
4. Click OK
5. The Reset Password Question page opens. If you have not created your password confirmation questions, a page will open requiring you to do so. If the questions have been created, you'll be asked a question to confirm your identity. Answer the question.
6. Click OK
7. Type and verify the **New Password** in the spaces provided
8. Click **OK**