

INDIVIDUAL ACCOUNTS AND PASSWORD MANAGEMENT

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INTRODUCTION

Vanessa now has individualized accounts and users may change their own passwords.

LOGGING IN

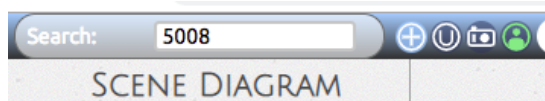
Log in using your username (usually identical to your UMICH unickname) and the initial password that Ed provides to you.

After you have logged in, you will want to immediately change your password to a more secure personal password.

CHANGING YOUR PASSWORD

- *You should change your password after initially logging in with the password provided to you. After that, you may change your own password whenever you like.*

In the toolbar at the top of the app, there is a new icon for user account management just to the right of the Media Manager camera icon (*rightmost icon shown in green below*). Click on this:



This will bring up the following dialog box:



First enter your current password. Then enter a new password and retype the new password a second time.

As you type in the new password, the colored “password strength meter” will provide a generalized indication of the security of your new password. **Make sure that your new password is in the green to blue region.** Any password in the red to yellow region is very likely weak and insecure.

Longer passwords are more secure. Also avoid using words directly from a dictionary or common phrases. Passwords should contain a mix of upper and lowercase letters, numbers, and special symbols.

Note that Vanessa may reject passwords that it considers too short or weak.

Also note that while the password strength meter is a useful tool, it is not capable of detecting certain kinds of easily-guessed passwords as being weak. **Please use your best judgement as a human.**

Finally, click the **Submit** button and your password will be changed.

RESTRICTED GROUP ACCOUNTS

Restricted group accounts, such as the “restricted” user or the “vipa_user” user cannot change their own passwords.

**** end ****