Changing your GVSU Office Password.

Note: Your GVSU network password expires every 6 months. You will be notified by email when it gets close (about 2 weeks) to expiring. If you do not change this password before the expiration date, you will lose the ability to connect to any GVSU systems that require a GVSU username/network password.

Note: If you have a mobile device that accesses email and/or WIFI, (such as an iPad, iPhone, iPod Touch, Android smartphone, non-GVSU personal computer, etc.), please be aware that the password must be changed on that device as well (possibly in 2 places: email and WIFI). If you do not change the password on the mobile device, it may lock you out of your account.

Beginning July 15, 2017 and forward, the network password policy will require 12 characters as a minimum to increase cybersecurity. All new passwords and password reset procedures for your GVSU network account will have the following password policies:

- Passwords for your GVSU network account expire every 180 days and will **require at least 12 characters, and must contain characters from three of the following categories:**
- Uppercase characters of European languages (A-Z)
- Lowercase characters of European languages (a-z)
- Base 10 digit(s) (0-9)
- Nonalphanumeric characters: **~ % ^ * _ - | { } [ ] : ' .**
- DO NOT use spaces as some subsystems do not currently allow for spaces in the password

  Additional rules:
- Passwords may not contain the user name or network account name
- The system will remember the last 13 passwords and not allow re-use of those passwords
- You may change your password multiple times without restrictions within the 180 days

There are **two** ways to change your password depending on your location.

(1) On Campus

******* Windows 7 & Windows 8 Users *******

- Login to your computer, wait until the desktop appears.
- Press CTRL+ALT+DEL and select Change a Password.
- Enter your old password and then the new password in the new password box and the confirm password box.
- Click the button with the right arrow in it and it will confirm that your password has been changed.

******* Macintosh OS X (on Active Directory) Users *******

- Login to your computer.
- You will get a notice on startup after logging in that your password will expire in a certain number of day, and a button exists to Change Password.
- Click Change Password.
- Enter your old password and then the new password in the new password box and then confirm new password.
- Click the OK button and it will confirm that your password has been changed.
- After that, a dialogue box appears asking if you want to Update the Keychain with the new information; select Update.
- You will be asked to enter your previous (old) password, so the Mac can update the Keychain to the new password.

(2) Off Campus

******* Using the Outlook Web Client *******

- Login to Outlook from the web at http://mail.exchange.gvsu.edu.
- Click on the word Options in the upper right corner of the screen.
- Select Change your Password from the dropdown menu.
- Enter your old password and the new password.
- Confirm the new password and click Save.
- The screen should come back with a message - Password Saved.
- Close the window and you will have changed your password.
- NOTE: Until you restart the computer on campus the password to get into the computer will be the old one. Once on camps the password will update upon startup