For students accessing lab computers on campus press CTRL-ALT-DEL, a copy of the lab policies will appear, press Ok if you agree with them and the below login screen will appear:

1. **USERNAME:** Username is composed of your **NetID** **@student.commnet.edu**

**Example: Peter Smith’s NetID is 00001111, therefore his username is:** (Use YOUR NetID)

00001111@student.commnet.edu



1. **PASSWORD:** Your **initial** password will be a combination of the following information:
   1. 1st three characters of your birth month with **only** the first letter CAPITALIZED
   2. Ampersand character (&) 🡪 **Hint:** hold the Shift key and press the number 7
   3. The last 4 digits of your Social Security Number

Example: Peter Smith has a birth date of 10/24/79 and SSN of 123-45-6789 would have the initial

**Example Default Password:** Oct&6789

You will be required to change your password the first time you logon. The password requirements are:

* At least eight characters
* **Three out of four of the following:** uppercase characters, lowercase characters, numbers or special characters (!, $,#,%)
* Password must **not** contain all or part of the NetID, name, birthdate, or Social Security number.
* Password must differ from all previous passwords.
* Password must change every 90 days, but users can change it sooner.

**Choosing a good password**

Choosing a password sounds difficult but choosing items, interests, or people you know and adding numbers of meaning to the beginning or end can make for a good password. A good password is one that is easy for you to remember but very difficult for another person to guess.

**Password Resets:**

Lost or forgotten passwords can be reset at the following web address: <http://www.commnet.edu/netid/> or by visiting the Registrar’s Office, the Information Desk, or by contacting the Information Technology Department.