

Changing your Bard password

For security purposes it is recommended that you change your password once a year. The first step is creating a new password. See below for some helpful hints on creating passwords.

Creating a Password

Hints

1. Try misspelling a phrase that is meaningful to you (e.g. indahouse)
2. Try substituting numbers for letters or words (e.g. C1rcl3 or whozon1st)

Do's

1. Passwords should contain 6-8 alphanumeric* characters. Any characters over 8 will be disregarded.
2. Mix letters and numbers
3. Create a password you can remember easily.
4. Create a password you can type quickly when someone is looking over your shoulder.

*Alphanumeric characters are upper and lower case letters and numbers. Other expectable characters are dashes and underscores. Avoid spaces and punctuation.

Don'ts

1. Don't use your social security number.
2. Don't use complete words or names in any language.
3. Don't use a password that is easy to guess.
4. Don't write your password down

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Changing a Password using Windows

If you have **Windows XP**, Click on your **Start** button and select **Run**. Skip down to Step 8.

If you have **Windows Vista** it does not come with Telnet pre installed so if this is your first time attempting to run it you must first go through the following installation process. If you have it installed please skip down to Step 7.

1. From the Start menu, click Control Panel.
2. Select Programs.
3. From the menu on the left, select Turn Windows Features On or Off.
4. Scroll down, and then check the "Telnet client" box.
5. Click OK. Wait a few moments while Windows installs the files.
6. Restart the computer.
7. Click on your **Start** button, select **All Programs, Accessories**, double click **Run**.
8. In the dialogue box, type **telnet shell.bard.edu** (that's telnet (space) shell.bard.edu and click OK.
9. At the "bard login" prompt, type your Bard **username** and hit enter.
10. At the "password" prompt, type your Bard **password** and hit enter. **Please note that when you type in a password nothing will show up on the screen. The computer is however registering your key strokes.**
11. You may then receive a prompt that says "TERM=" if so type "vt220" and hit enter. If you do not see this prompt please continue.
12. You are now logged into Bard's system. At the "1 shell:yourname/ %" prompt, type **passwd** and hit enter.
13. At the following prompts you will be asked to type in your old password, your new password, and confirm your new password. Once you have done this you should see "NIS passwd changed on felix," which indicates your password has been changed. If the system rejects your password, try a different password until one is accepted.

For questions or computer help contact the Bard Helpdesk at x7500 or e-mail helpdesk@bard.edu.

Changing a Password using Macintosh OS X

1. On your desktop select **Macintosh HD** → **Applications** → **Utilities** → **Terminal**
2. In the dialogue box, type **ssh username@ shell.bard.edu** (that's telnet (space) Your username @shell.bard.edu all lowercase.) Hit Return.
3. If this is your first time logging in it will ask you to accept a secure connection. Type **"yes"**
4. At the "password" prompt, type your Bard **password** and hit enter. **Please note that when you type in a password nothing will show up on the screen. The computer is however registering your key strokes.**
5. You may then receive a prompt that says "TERM=" if so type "vt220" and hit enter. If you do not see this prompt please continue.
6. You are now logged into Bard's system. At the "1 shell:yourname/ %" prompt, type **passwd** and hit enter.
7. At the following prompts you will be asked to type in your old password, your new password, and confirm your new password. Once you have done this you should see "NIS passwd changed on felix," which indicates your password has been changed. If the system rejects your password, try a different password until one is accepted.

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