

Computer Accounts

at Macalester College

**Username &
Password**

In order to access various computer resources on campus, each student, faculty and staff member is assigned a username and password. Usernames and passwords are used with e-mail, network storage, 1600grand (Macalester Web portal), printing, and other campus logins.

Over the summer of 2007, all new accounts—for employees and students alike—will follow a new username convention. **No existing student, staff, or faculty accounts will be changed or renamed.**

Username Convention

The username convention for all new employees and students is the first initial followed by the first seven characters of the last name. Last names longer than seven characters will be truncated. For hyphenated names and names that include an apostrophe, only alphabetic characters from A-Z are recognized. Hyphens and apostrophes (or other non-alphabetic characters) are dropped. If the username already exists, a number will replace the last character(s) of the username.

Examples:

Name: John Johnson	Name: Steve Smith
Username 1: jjohnson	Username 1: ssmith
Username 2: jjohns01	Username 2: ssmith1
:	:
:	:
Username 10: jjohns10	Username 10: ssmit10
Name: Kelly Hu	Name: Reed Rocky-Road
Username 1: khu	Username 1: rrockyr
Username 2: khu1	Username 2: rrocky1
:	:
:	:
Username 10: khu10	Username 10: rrock10

The username is the first element in a Macalester e-mail address. Examples:

jjohnson	jjohnson@macalester.edu
ssmith	ssmith@macalester.edu
khu1	khu1@macalester.edu
rrockyr	rrockyr@macalester.edu

Passwords

All new accounts will be issued an auto-generated 12-digit numeric initial password. New users will be notified to change their passwords the first time they login using the auto-generated initial numeric password.

Passwords must be at least six characters in length (maximum 15) and contain at least one number. No spaces are allowed.

Passwords are case-sensitive: capital and lowercase letters are not interchangeable. Special characters on a standard keyboard, such as !#\$%^&* can be used. **Existing passwords for accounts created before summer 2007 will remain valid.**

Self-Service Password Page

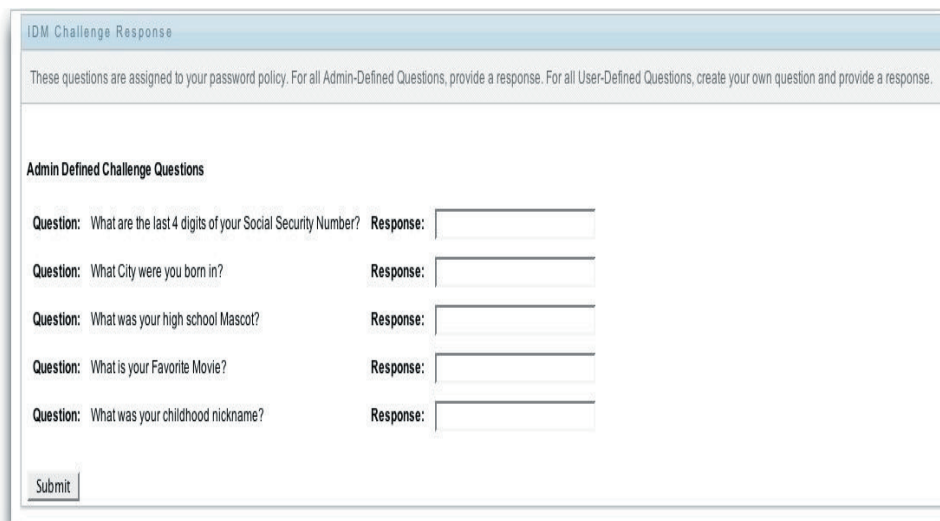
You may reset and change passwords using the ITS self-service password page. Passwords for e-mail, Novell, Moodle, *1600grand* and CorporateTime accounts are synchronized. You can change your passwords for all your Macalester computer accounts by using a single form.

- Go to <http://activate.macalester.edu>
- Enter your username and password



The screenshot shows a login form with two input fields: 'Username:' and 'Password:'. Below the 'Username:' field is a link that says '→ Forgot Password?'. At the bottom right of the form is a button labeled 'Login...'. There is a small red and white logo on the bottom left.

A page entitled IDM Challenge Response will open.



The screenshot shows a page titled 'IDM Challenge Response'. Below the title is a paragraph: 'These questions are assigned to your password policy. For all Admin-Defined Questions, provide a response. For all User-Defined Questions, create your own question and provide a response.' Underneath is a section titled 'Admin Defined Challenge Questions' with five rows. Each row has a 'Question:' and a 'Response:' field. The questions are: 'What are the last 4 digits of your Social Security Number?', 'What City were you born in?', 'What was your high school Mascot?', 'What is your Favorite Movie?', and 'What was your childhood nickname?'. At the bottom left is a 'Submit' button.

- Type a response for each of the five personalized security questions and click the **Submit** button

If you forget your password, or wish to change your password, you will identify yourself by answering two of the five questions randomly selected.

Online Directory

You are encouraged to use the online directory to look up usernames. The online directory is located on the *1600grand* Web portal, and also at the top of the Macalester College Web page (<http://www.macalester.edu>).

Current Accounts

As noted above, students and employees whose accounts were created before summer 2007 will continue using the previous username convention. The old convention took two forms, one for faculty and staff, another for students:

Employees

Last name only with the first initial appended in case of conflicts:

Roberta Washington	washington
Parker Washington	washingtonp

Students

First initial plus last name. Conflicts have the middle initial inserted between the first and second letters.

Henry Roufkin	hroufkin
Hannah W. Roufkin	hwroufkin

