

Dear John Smith,

We are glad to have the opportunity to welcome you to the Institute and hope that you will find your computing here productive and rewarding.

1. In order to help you get started making use of all our in-house resources, the ICT has created your **computing account** name (synonymously termed your **username** or **login name**) to use to login on EUI computers and access most IT resources. This is:

jsmith

Every time you are asked for the *domain* in order to access some IT resources, for instance to connect to a network area or print to a network printer, the domain is:

iuedom

In some cases (for example to connect to our wireless **EUI-WiFi** network or to **VPN**), your username must be preceded by the domain and entered in the following format:

iuedom\jsmith

- ① For specific details regarding each individual service please refer to the relevant documentation on our Web site (<http://www.eui.eu/ICT>).

2. Your e-mail address is:

john.smith@EUI.eu

- ① Any requests for changes to the above email address should be made to the appropriate IT User Support offices as shown at the bottom of this page.

3. Your initial, temporary password is:

895cayTt

In order to activate your account and gain access to EUI internal resources (WiFi, e-mail, file servers, network printers, etc.), you must first change this initial password. The easiest way to do this is by logging into WebMail at <http://mail.office365.com> using your e-mail address as account and the above password (be careful to observe upper and lower case!). The system will recognise that you are signing in for the first time and will ask you to change your password.

Your unique, personal password is valid for most EUI resources to which you may have access rights.

You are strongly advised to set up immediately the Self-Service Password Reset as described in [Setting up Self-Service Password Reset](#), in case you should ever forget your password.

- ① See the reverse side of this sheet for further information and suggestions about creating valid passwords.

Thank you very much,

Your ICT Service

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- ① We would also like to take the opportunity to remind you that should you need support, you can refer to the **EUI Helpdesk** at <http://www.eui.eu/helpdesk>, phone ext. 2600, or the **ICT User Support** office responsible for the location at which you find yourself working:

Badia Fiesolana area	BF039 and BF040	Villa Il Poggiolo	VP102
Convento	BF040	Villa Salviati	SA-MN280
Villa La Fonte	VF042	Villa Schifanoia area	LI001

Strong Password Policy

The European Union advocates certain “data security” measures in all EU organisations.

The EUI ICT Service has therefore adopted the so-called “strong password” policy.

This standard sets password length to a minimum of 8 characters and enforces “complexity requirements”.

Complexity requirements for “strong passwords” are based on the following rules:

- The password is between 8 and 16 characters long.
- The password contains characters from 3 of the following 4 categories:
 - standard uppercase characters (**A - Z**);
 - standard lowercase characters (**a - z**);
 - numbers (**0 - 9**);
 - symbols: only from among **! % - _ + = [] { } : , . ? < > ()** and no spaces.
- The password **must not** contain accented letters (such as à, é, ñ, ô, etc.) or national characters (such as €, £, etc.);
- The password **must not** contain your account name or any part of your full name.

If the new password you enter does not comply with all the requirements listed above, the change will not be accepted and you may see an error message summarising the complexity requirements for a strong password.

A strong password should be easy for the owner to remember - without having to write it down -, but difficult for anyone else to guess or generate automatically through the use of password-cracking software.

Here are some suggestions about how to create strong passwords that are easy to remember.

- Use more than one word (without spaces).
- Use "pass phrases" that include a mix of uppercase letters, lowercase letters, numbers, and symbols, up to 16 characters long.
- Substitute symbols for certain letters, such as "\$" for "S", "3" for "E", etc.
- Use phonetics in the words instead of correct spelling.
- Use first letters of a familiar phrase, fairy tale, song, etc.
- Choose events or people that are on your mind.

Once you have successfully changed your initial password and logged on to our system, you can find more information about this policy at

<http://www.eui.eu/ServicesAndAdmin/ComputingService/Documentation/PolicyDocuments/StrongPasswordPolicy.aspx>