



UPDATING SHSU PASSWORD

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Your password expires every 4 years. It is important that you reset it in order to keep access to your account.

Password Requirements

- Must have a minimum length of 15 characters.
- Cannot contain your username or any of the parts of your full name.
- Must not have been used previously.
- Must be significantly different from previous passwords.
- Passwords that increment (Password1, Password2, Password3 ...) are not acceptable.

When creating your password, you need to ensure you create a strong password.

What is a Strong Password?

- A word or phrase that should be impossible for others to guess, should not be based on personal information (DOB, DL#, SSN, Address, dogs name, etc.), and should not be shared.
- It should be easily remembered by you. Think of a book or movie line that is easily remembered and take the first letter of each word as you passphrase. Once you have the letters then you can make some of them lower or upper case, switch out a number for a letter (1 can be used in place of l) and use special characters. Again, you can swap out a special character for a letter (i.e. 3 instead of e)
- Use at minimum 15 characters and more is better and make sure it is something you can remember.

To help you in remembering your password, sign up for [LastPass](#) for FREE!

There are a few ways that you can reset your SHSU password. If your password expires, you can reset it as long as you have access to your [off-site contact](#).

Changing Your University Password



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