

Changing Your Datatel Password

To effectively maintain a secure computing environment, the Administrative Computing Password Policy requires users to periodically change their passwords for the Datatel systems. This is enforced for the primary server "datatel18" (aka Electra) and the test server "datatetest18" (aka Atlas). Passwords expire every six months.

Each user can change his/her own password. No user, under any circumstances, is allowed to change another user's password.

If you encounter difficulty logging in or changing your password, contact the IS Help Desk at extension 3500.

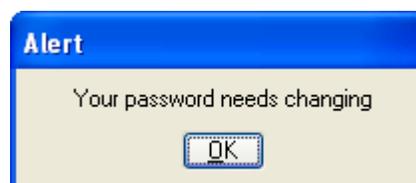
Administrative Computing reserves the right to monitor and review user login accounts for malicious activity as stated in [The University of Tulsa Ethics Code and Policy for Computer Use](#).

Guidelines for Passwords

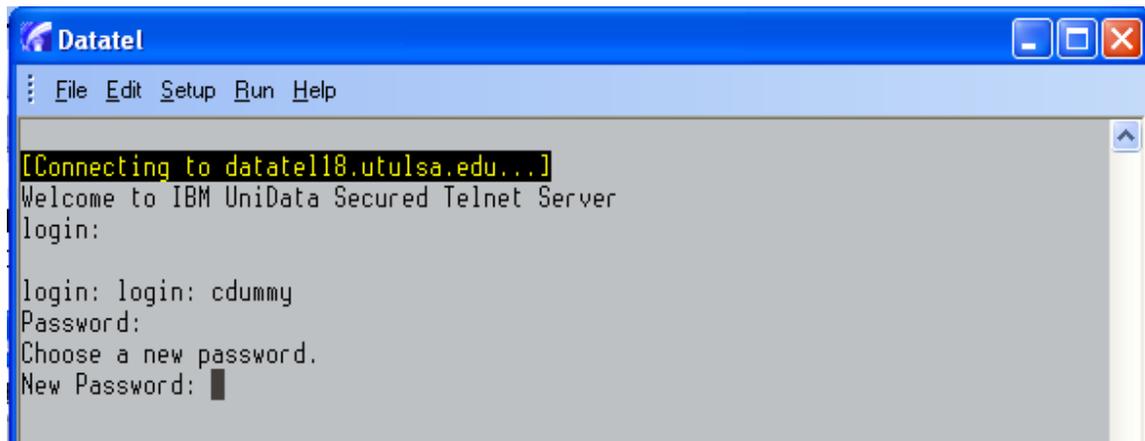
1. Each password must be a minimum length of six characters.
2. Each password must contain at least two alphabetic characters and at least one numeric character. Passwords can contain punctuation symbols and most other printable special characters (.,-\$% etc.).
3. A new password must differ from the old password by at least three characters.
4. A password cannot be the same as your login id, or a circular shift of your login id.
5. Passwords are **case sensitive**, meaning you must pay attention to upper and lower case letters. Unusual capitalization is highly recommended in a password. For example, capitalize one or two letters in the middle of your password, like "pasSwoRd".
6. Do not record or store your password in a place that could be discovered by intruders. **Do not** put your password on a Post-It® note stuck to your monitor.
7. Choose a password that you can remember, but can not be easily guessed or discovered by automated password discovery procedures. Avoid using the names of family members or pets, as these are easily guessed by people who know you. Avoid using words in the dictionary, as this is the starting point for most "password-cracking" software.

Procedure for Changing your Password

If your account is new or if your password has expired, you will be required to change it when you log in. You will receive a pop-up box telling you that your password needs changing:

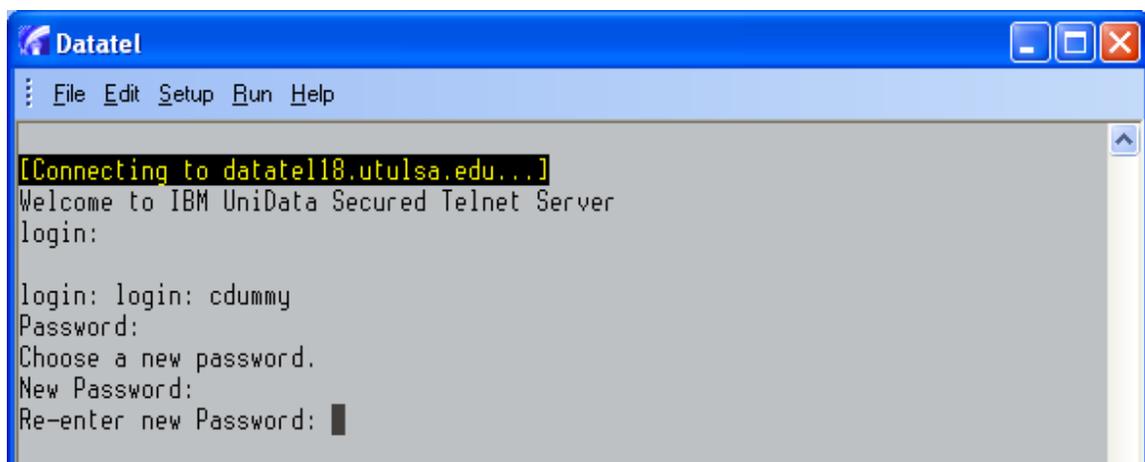


After you click OK, a grey terminal style window will appear, prompting you for a “New Password”. Enter your new password here. **IMPORTANT!** Your cursor WILL NOT MOVE when you type in this grey terminal window.



```
Datatel
File Edit Setup Run Help
[Connecting to datatel18.utulsa.edu...]
Welcome to IBM UniData Secured Telnet Server
login:
login: login: cdummy
Password:
Choose a new password.
New Password: █
```

After entering your new password, you will be prompted to re-enter your new password for confirmation:



```
Datatel
File Edit Setup Run Help
[Connecting to datatel18.utulsa.edu...]
Welcome to IBM UniData Secured Telnet Server
login:
login: login: cdummy
Password:
Choose a new password.
New Password:
Re-enter new Password: █
```

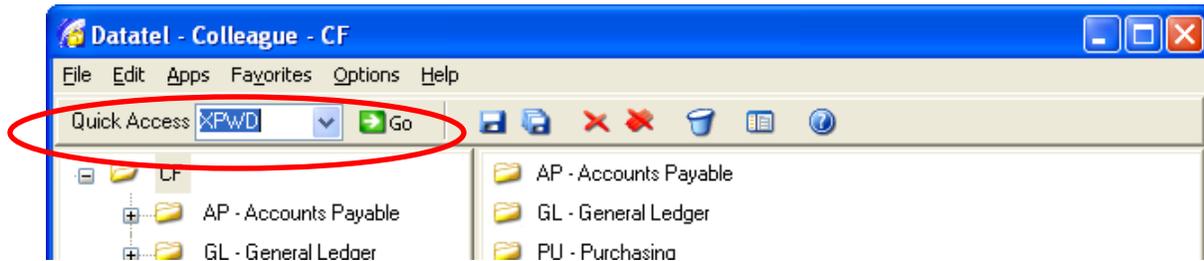
In Colleague Release 18, you will be prompted to enter your “Database password.” Enter your new password one more time. Note: this does not apply to Benefactor:



```
Datatel
UniData Release 7.1 Build: (3250)
(c) Copyright IBM Corporation 2006.
All rights reserved.

Current UniData home is /tank/ud71/.
Current working directory is /tank/datatel/coll18/live/apphome.
Envision Initialized
Enter Database Password for User 'cdummy': █
```

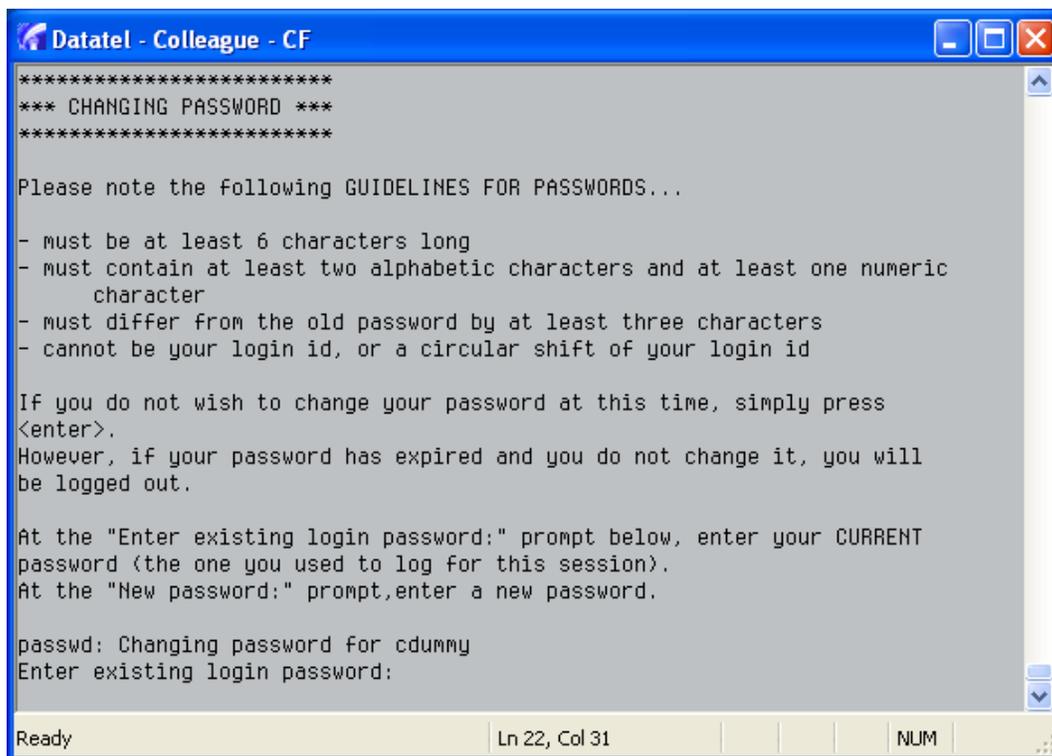
You can also change your password prior to expiration, using the XPWD form in Colleague and Benefactor. Enter XPWD in the Quick Access bar. Enter "Y" to change your password now:



Enter "Y" to change your password now, and save out of the form:



A grey terminal window will appear, prompting you to enter your existing login password. Enter your OLD password here. **IMPORTANT!** Your cursor WILL NOT MOVE when you type in this grey terminal window.



After entering your old password, you will be prompted to enter your new password, then to re-enter your new password for confirmation.