Changing your Brandeis Password

> **Direct Link to Password Change Page**
> Ready to change your password and simply looking for the direct link to the password change page? Here it is: https://identity.brandeis.edu/identity-manage/change_password.

> Are you receiving the ***clients credentials have been revoked error?*** See ***Locked Out of Account (Credentials Revoked)*** for instructions on what to do.

Changing your password is really very easy. And because Brandeis uses a single-sign on system (which only requires you to log in once to access many if not most applications) once you change your password it's changed for BUSS, Latte, Google, and most other major Brandeis services. But there are a few places where your password is probably stored and will need to be changed in addition to changing it at the password change page. This includes most wireless devices and many mobile devices. This page gives you a short step by step overview of the process and should make it much easier for you.

Alternatively, you can view a short animated slideshow describing this process.

https://www.powtoon.com/show/eG3mYrG1fIw/change-me

Make sure you have 15 to 20 mins free

Most of the time changing a password only takes a few minutes at most. However because it's possible to make a mistake or mistype a new password (thus locking you out of your accounts) it's best to do this when you have some free time. Not 10 mins before a critical presentation or the start of a class. For what it's worth, during the day when the Help Desk is open is probably best.

Install a Password Manager (optional but recommended)

A password manager is software that securely stores passwords. Most of these store your password in the 'cloud' and provide a way for you to access your passwords from anywhere. Typically you'll use one super strong password or passphrase to access all your others. The two that we recommend are Lastpass and KeePass. Lastpass is cloud based and comes with a plugin for your web browser. It'll securely store your passwords (even generating them for you), fill in login forms for you, and can even evaluate all your passwords telling you which ones are weak and should be changed. KeePass is a small program that stores your passwords (again, securely!) in a small file you can store almost anywhere. Both are free. Lastpass has a fee based version as well which includes a mobile app. Whatever you use, a password manager will make your life easier - but spend a few minutes getting used to it before racing off and changing all your passwords. Please note: Lastpass is browser based. This means that it can't be used to log into your workstation or laptop. This is yet another reason to use a memorable passphrase over a strong password.

Set your emergency "I forgot my password" information

Admit it - you're going to forget your password at some point. Or, if your account gets hacked the security office may change your password to a random string to protect your data from hackers. LTS has created two very easy ways to reset your password. You can have a URL emailed to a non-brandeis email address (click it will let you reset your password) or you have a 4 digit PIN text'd to your phone. You can use that PIN to reset your password too. But you need to tell us (in advance!) the email address and/or phone number. You can register either of these at http://go.brandeis.edu/resetdata. Seriously, this is the most important thing you can do in advance.

Know how to get help

The LTS Help Desk is only a call or short walk away: 6-HELP (6-4357) or in the Goldfarb Library. The Help Desk is open M-Th from 9am-9pm. Fri. 9am-6pm. Sat. from noon to 5pm, and Sun. from noon to 9pm.

Checklist for Changing your Password

1. Set your self-service password reset information at http://go.brandeis.edu/resetdata
2. Collect all your devices in one place (I always place everything next to my workstation - cell phone, laptop, iPad, anything I check email with)

3. On each device, navigate to the place your password is entered, for example:
    - iphone (settings 'mail, contacts, calendars' gmail-Brandeis account) Here's a nice link from a sister University.
4. In a web browser on your laptop or workstation, go to https://identity.brandeis.edu and click on the 'change password' link.
    - if prompted, log in with your usual login and password
    - You'll see the change password form - follow the instructions there
5. Once your password has been changed go to each of your mobile devices from step 2 above and update the password field with yor new password. **Do this carefully** - one of the most common problems the Help Desk sees is simply the new password being typed wrong, esp. on a small mobile screen and keyboard.
6. If you're using a wireless device, it will no longer be able to connect to the Brandeis wireless network - most devices will pop up a prompt and tell you they can't connect anymore. The wireless network you should use at Brandeis is called "eduroam" and you should enter your full email address (username@brandeis.edu) for the log in and your new password in the password field.

That's it! You've finished and should feel secure in that your new password is protecting your account.

A special note about University-owned Apple computers

If you are faculty or staff and are provided a Windows computer by the University, it will be configured to use your Brandeis password automatically for logging into the computer. Therefore if you change your password you'll log into the computer with your new password. If you are using an Apple computer, the password you use to login is not automagically using your Brandeis password. You will need to explicitly change it to match your Brandeis password. We found this nice set of instructions online.