



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

February 26, 2007

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY07-41
Delivered via Campus Email

To: Faculty and Staff

From: Mary Lee Hodge
Vice President for Business Affairs

Re: Password Change

As you may be aware, the University has been taking steps to improve our computer network security. One of those steps has been the mandatory expiration of passwords every 90 days. The time for most passwords to expire is coming up again. This password expiration will affect the following systems:

- Outlook
- Outlook Web Access (accessing email through the internet)
- Blue Zone for initial authentication to FAMIS and SIS
- Computer login to PV domain
- VPN login
- Wireless network access

You can get ahead of the game by changing your password now, or you can wait to be prompted by the system. To change your password now, go to <https://pvumail.pvamu.edu/password> and follow the prompts. Remember all passwords must be "strong" passwords. Here is a helpful article from Microsoft with tips on creating strong passwords: <http://www.microsoft.com/athome/security/privacy/password.msp>.

If you do not wish (or are unable) to change your password in the above manner, you will be prompted when you login to Outlook Web Access or to any computer on the PV domain once you have less than 14 days before your password expires. If prompted, simply follow the prompts to change your password.

Finally, if you are having difficulty changing your password or believe your account may be locked out due to password expiration, please call the Help Desk at 2525 on-campus, or toll free at 1-877-241-1752 off-campus.

Thank you for helping us to protect your data and information.