

# Change YOUR Passphrase

## Using PASSPHRASE.BEREA.EDU

All Berea College faculty, staff, and students have the ability to change their network/e-mail passphrase from anywhere in the world using [passphrase.berea.edu](https://passphrase.berea.edu) functions. Below are the instructions:

1. Open your preferred web browser, i.e. Internet Explorer, Firefox, Chrome, Safari, etc.
2. In the address bar of the browser, type "[passphrase.berea.edu](https://passphrase.berea.edu)" and then hit enter.
3. Once the page loads, type in your Berea College username and select the blue "I Agree" button below the user ID space.
4. If this is your first time using [passphrase.berea.edu](https://passphrase.berea.edu), you will see a page notifying you of the need to enroll before you can use the features. To enroll, follow steps a thru d below. If you are already enrolled, skip to step 5.
  - a Select the blue "Continue" button when notified that "you must first enroll to use Password Central".
  - b Enter your password in the appropriate field and again select "Continue".
  - c Choose a question from each of the drop-down menus and fill in an appropriate answer. These questions will be asked each time you reset or unlock your account, so be sure to make the answer something you can remember.
  - d Select "Continue" to confirm your notification email address, and "Confirm" to acknowledge that you are successfully enrolled in Password Central.
5. Once logged in, select either "Change Password" or "Forgot Password".
  - a "Change Password" will prompt you for your old/current password and your new password twice. The strength indicator at the bottom helps determine how secure your password is. After filling in all fields, select "Continue".
  - b "Forgot Password" is for when you do not know your account passphrase, and need to reset it.
    - i After selecting "Forgot Password," select the white/gray "No" button to confirm that you do not know your passphrase.
    - ii To reset your passphrase, you must answer all of the security questions you setup during enrollment
    - iii After answering all the security questions, type your new passphrase in each field and select "Continue".
6. If your passphrase changed successfully, you will see a green checkmark and text confirming your passphrase was changed. If your new passphrase does not meet length or complexity requirements, the software will notify you of the problem and display information that may help you compose an acceptable passphrase. Repeat the steps using a new passphrase that you think will meet the requirements. See the **Passphrase**

**Guidelines and Passphrase Best Practices** documents accessible from [www.berea.edu/iss/policies-and-guidelines/](http://www.berea.edu/iss/policies-and-guidelines/) for additional help in composing an acceptable passphrase.

If you use additional devices that store your passphrase, such as a smartphone or tablet, please update those devices **IMMEDIATELY** after a successful passphrase change to avoid your account being locked out. Commonly used apps that may require update include e-mail, Box, VPN and wireless connections to BereaSecure and ResNetSecure (including from your laptop computer).

If you have successfully completed a passphrase change, but find that your new passphrase does not seem to work, it is likely that the one or more of your secondary devices still has an older passphrase stored and has **locked out** your account. Until you identify the device and update the passphrase, you may continue to experience account lockouts. An account locked out will automatically unlock after a half-hour to one hour or if enrolled, you can use [passphrase.berea.edu](http://passphrase.berea.edu) to unlock your account right away. **Until you to identify and update all your stored devices passwords, your account will continue to lock out.**

**Special Note for those off campus or on campus wireless connection:**

If you are performing this procedure away from campus, your Berea College issued laptop will **NOT** be able to update to the new password/passphrase. Until you return to campus and reconnect your laptop to the College's network with a wired Ethernet cable, you **will need to use two passphrases**: the old one to log into your computer, and the new one to log into Berea College websites and services such as my.berea.edu, email, vpn, etc.

If you have any problems or any additional questions, please come to the Technology Resource Center or contact the IS&S Help Desk by phone or e-mail.

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Berea College Information Systems and Services

Ext. 3343

[Help\\_Desk@bera.edu](mailto:Help_Desk@bera.edu)

Edited by: Ben Kirkpatrick and Bill Ramsay 05/16/2017