

Guide To Change Your Passphrase Successfully

Berea College requires you to change your passphrase every 120 days and there are several rules in place about what your passphrase can and cannot be. These rules are in place to help provide security and privacy to your personal accounts as well as safeguarding the entire Berea College network.

However, we also understand that changing your passphrase can often be a frustrating experience. We are providing a guide on how to change your passphrase and make this process a better experience.

BEST PRACTICES FOR A SUCCESSFUL PASSPHRASE CHANGE

- Your passphrase expires every 120 days. Passphrase change reminders will be sent out when you have 14 days remaining and again at 7 days and 2 days. However, it is not advisable to wait until the 120th day to change your passphrase. You should always try to change it prior to hitting the 120-day limit.
- Make your passphrase change on a Berea College issued computer. Doing it on a secondary device, like a smartphone or tablet, is NOT advised.
- If you have any secondary devices, like a smartphone or tablet, we recommend turning those devices off DURING the passphrase change process.
- When changing your passphrase, your computer should be connected to Berea College's network with a wired Ethernet cable. Do not try to change your passphrase while only connected over wireless.
- Once the passphrase change is complete, we recommend restarting your computer while still connected with an Ethernet cable (this is especially important if you are using a MAC).
- If you do access any Berea College services, such as email or Wi-Fi, from a secondary device like tablet or smartphone, you will need to update your passphrase on those devices once the passphrase change is complete. We recommend that that you turn on one device at a time and update the passphrase on each device before turning on the next device.
- Secondary devices typically need the passphrase to be updated in two places: email and Wi-Fi. Please update the passphrase on Wi-Fi first, and then update it for the email or any other services you might have.

In addition to these tips, please refer to our detailed guides for information on changing your passphrase using a Windows or an Apple Macintosh computer (onsite), or when changing your passphrase from off campus (using password.berea.edu).