

## Accessing Your VSU Active Directory Account

For any computer lab that has been converted over to the new active directory authentication system, students will be required to login with their own unique user name and password. **You are required to login to Active Directory, and change your password, before being able to login to Blackboard, Groupwise email, or the campus Wireless network.**

Active Directory user names are formatted as follows: **first initial, first three letters of the last name, and last four digits of the student ID number (This is your Banner ID number, for example: V12345678).**

So for a student with the full name: John Doe Smith

And with a Student ID Number of: V12345678

Their Active Directory user name would be: jsmi5678

There is no initial password. Simply hit the enter key after typing in your user name. You will then be prompted for a new password.

Password criteria:

A minimum length of 8 alphanumeric characters.

Must contain a mix of upper and lower case characters.

Have at least 1 numeric character.

Contain at least 1 special character. The special characters are:

(!@#\$%^&\* \_+=?/~`::;<>|)

Suggestions:

Select a five or six letter word and capitalize the first letter (Example: Dodge)

Add a two digit number to the chosen word (Example: Dodge67)

Add a special character to the beginning or end (Example: Dodge67\$)

Please note that OIT recommends changing your password to something that you will remember, but that won't be easy for someone else to guess at. Also, for the security of your account, you should avoid sharing your password with anyone. For more information on changing your password, see the instructions at the end of this section.

Technical Assistance:

For assistance, please call the Student Help Desk at extension x5144 during normal business hours, or the 24-hour Centralized Help Desk toll free at 1-800-630-8917.