



CHANGING YOUR PASSWORD

The password for your ECU Unix account is the key to accessing your e-mail account and your network file storage at the Institute. Note: the UNIX username and password for your e-mail and network file storage can be different than the username and password given to you for accessing the ECU Web Registration/Web Advisor site. We realize this is an inconvenience for users, but for technical reasons, it is not possible at this time to have one username and password for all services. We hope to find a solution for this issue in the near future.

WHAT MAKES A GOOD PASSWORD ?

There are guidelines to choosing a good password. Following these guidelines helps to prevent abuse and damage of our network services and helps to protect your personal information stored on our servers. A good password:

- is at least 6 characters long
- is a mixture of letters, numbers and symbols
- is a mixture of upper and lower-case letters
- should not be a dictionary word
- should not be your name or nickname spelled forward or backward
- should not already be used at Emily Carr or anywhere else.
- should never contain personal information:
 - license plate numbers
 - phone numbers
 - addresses etc...

CHANGING YOUR ECU E-MAIL PASSWORD

To change your ECU e-mail password, login to your ECU e-mail account using ECU's webmail system (<http://webmail.ecuad.ca>) using your favorite web browser.

Click on the icon for "My Account" to display the option "Password". Click on "Password" and enter the following information:

1. Your old password
2. Your new password (needs to be typed twice).
3. Click the "Change Password" button to complete your password change.

