

Time to Change Your AIC Password?

In an effort to enhance our security practices, AIC is rolling out more IT security education and password change requirements. When changing your password at AIC, please follow all of the instructions below to make the process go smoothly. IT staff are available to make sure the process goes smoothly for you. Please contact IT if you would like assistance.

Changing your password will affect all the devices you may use at AIC (i.e.: desktops, laptops, mobile phones, tablets, etc.). The new password will be used in the following systems: MyAIC Portal, Office365 (Email, Skype and Sharepoint), Wifi, Blackboard, HelpDesk, AIC|Connect, TimeSheetX, and TerraDotta.

Some systems will need time to synchronize. It is very important that you put aside 15 minutes for this process and follow the instructions carefully.

What are the actual steps to change my Password?

1. Plan to change your password on your primary wired computer.
2. Print directions for every device you own.
3. Shutdown/Log out of email – Close all browsers (i.e.: Internet Explorer, Google Chrome, etc.)
4. Disconnect from wifi on all mobile devices (*unless it is the device you are using to reset your password*)
5. Log in to MyAIC and go to Help>Password Management
6. Click ‘Forgot or Reset Password’
7. Enter your new password twice
8. Disconnect from Wifi on your computer - See instructions for your device on the portal Help page.
9. Reconnect to Wifi following the same instructions
10. Reboot your computer- this will help ensure that you are logged out of everything and prompted for your new password upon login, preventing account lockouts
11. Log into email and any AIC web page (i.e.: AIC|Connect, Blackboard, myAIC, etc.)
12. Update passwords on your devices as prompted

What are the Password rules?

- At least 8 characters in length
- Include at least 1 upper case and 1 lowercase letter
- Include at least 1 number
- Include at least 1 special character (for example: !@#\$%^&*+=)
- May NOT contain parts of your first or last name