CORONAVIRUS DISEASE 2019
(COVID-19)

Don't Let Your Password Expire, Especially When Working From Home
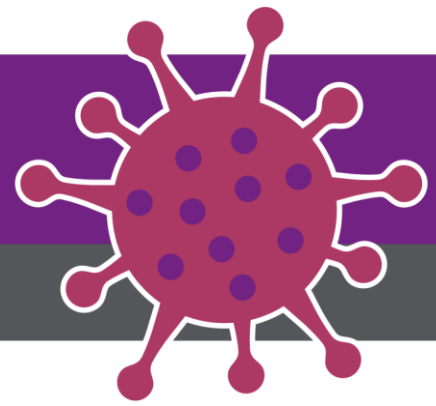
Trinity Health

Audience: All Colleagues
Revision Date: 4/6/2020
Version: #1

To make the process as easy as possible, please take immediate action to reset your network password when you receive an expiration reminder.

Trinity Health network ID passwords must be changed every 180 days – whether you're working from home or at a Trinity Health location. This is very important to our organization's security. The process for resetting an *expired* password requires an extra step for colleagues working remotely. Avoid that step by taking immediate action when you receive a message from TrinityIAM-DoNotReply@trinity-health.org that alerts you of your password's expiration date.

TrinityIAM-DoNotReply@trinity-health.org   Network ID Password Expiration:

While the email message may say you have 15 days to change your password, please complete the quick below steps to get the task done right away. If you wait until the password expires, and you're working from home, it is a complicated process that will most likely lead you to call the Service Desk to reset it for you. You can avoid this step by changing your password in advance of the expiration date.

How to change your password
To make the process easier for you, you must be on the Trinity Health network when you change your password at a Trinity Health location or via Connect Portal or an Aruba device. Follow these steps:
1. On your computer, press the **Ctrl + Alt + Del keys** on the keyboard simultaneously to bring up the Windows menu
2. Select the **Change a Password** option
   a. Enter in the old password
   b. Enter in the new password
   c. Confirm the new password and click the arrow on the right-hand side to continue

Secure Password Tips
- Password expires every 180 days
- Last 6 passwords cannot be reused
- Minimum password length is 8 characters
- Password cannot contain the colleague's name
- Password must contain three of these four types of characters:
  - Upper case
  - Lower case
  - Numbers: 0 – 9
  - Special characters: ~!@#$%^&*_-+=`|\(){}[]:;"'<>,.?/

Thank you for your contributions to Trinity Health network security!