

# Passwords

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## Your new password must:

- Be at least eight (8) characters long
- Contain at least one letter
- Contain at least one number
- Contain at least one of these symbols: ! # \$ % ^ \* \_ - + ~ [ ] { } / .

**Reminder:** Cal Lutheran staff will never ask you for your password; do not share it with anyone.

- **Strong Password**

- The first and foremost line of account defense is a strong password.
- No shorter than 8 characters in length and a combination of both letters, numbers and symbols.
- A stronger password does not contain common dictionary words.
- Reset your password at any time by going to [callutheran.edu/password](http://callutheran.edu/password).

- **Password Protection**

- Never send passwords or other sensitive information through email communication.
- For example, if writing to the Help Desk, do not send your password or other private information.
- In the event of a password issue (e.g., forgot password, need to reset the password, etc.), please call into the Help Desk rather than send an email.

- **Caution!**

- ISS will never send out emails asking you for your account information or password.
- If you *do* receive a suspicious email of this nature, it is more than likely phishing (scam) email; do not respond to it or you can forward to [spam@callutheran.edu](mailto:spam@callutheran.edu).