# Password Change Tips

Annual Password Changes

UCSF has a password standard that requires passwords to be changed annually for most UCSF accounts. Use the following tips to ensure that you keep **yourself**, **your work** and **UCSF safe**:

Enroll in the UCSF Password Management Tool

The **UCSF Password Management Tool** will allow you to easily *change* your password or *unlock* your account and *enroll* your mobile device to change your password from anywhere.

Password Standards

UCSF has a defined password standard, passwords must contain **twelve characters** and **three** out of **four** elements such as **uppercase**, **lowercase**, **numbers** and **symbols**.

UPPERCASE	LOWERCASE
ABC	abc
NUMBERS	**SYMBOLS**
123	!$@
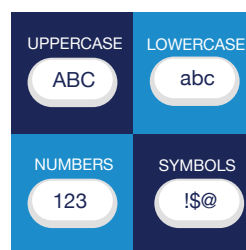
Consider a Passphrase

Since passwords can be difficult to remember, it is *recommended* to use a **passphrase** instead, which will be *simpler* to remember and a longer passphrase is more *secure* than a short password containing random letters/ elements listed above.

For Example: Use a *phrase* or *sentence* known only to you but is still easy to remember such as **ReadmanyB00k$**.
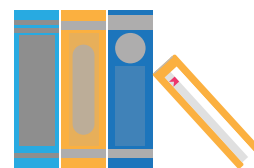
Gather All of Your Devices

It is a best practice when changing your password on the various devices, systems, and applications used at UCSF in one sitting.

NOTE: Be sure to change the password on either the UCSF network or VPN and put any mobile devices in airplane mode.

Use Keeper Password Vault

UCSF offers employees with a license to the **Keeper Password Vault**. Keeper allows you to manage all of your UCSF passwords in one place and assists with generating strong passwords.
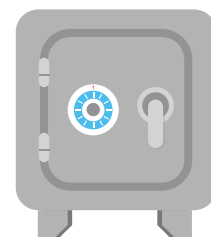
For more information, go to **it.ucsf.edu/password**
For Support: Contact **IT Service Desk** at 415-514-4100 or itservicedesk@ucsf.edu