Password Change Tips

Annual Password Changes
UCSF has an annual password change policy. 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.

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