Annual Password Changes

UCSF requires annual password changes, and we’ll let you know when it’s time to update yours. Keep you, your work, and UCSF safe by:

SELECTING A COMPLEX PASSWORD

- **12+**
  Passwords must be at least 12 characters.

- **CHOOSE 3**
  Use a combination of uppercase and lowercase letters, numbers, and symbols.

CONSIDER A PASSPHRASE

**ReadmanyBo0k$**
Use a phrase or sentence known only to you but still easy to remember.

UPDATE ALL DEVICES/APPLICATIONS

When changing your UCSF password, be sure to update it on any computers, devices or applications used in your work.

USE THE KEEPER PASSWORD VAULT

**Keeper Password Vault**
UCSF offers employees with a license to the Keeper Password Vault. Keeper allows you to manage all of your UCSF passwords and assists with generating strong passwords.

For details, go to [it.ucsf.edu/password](http://it.ucsf.edu/password)