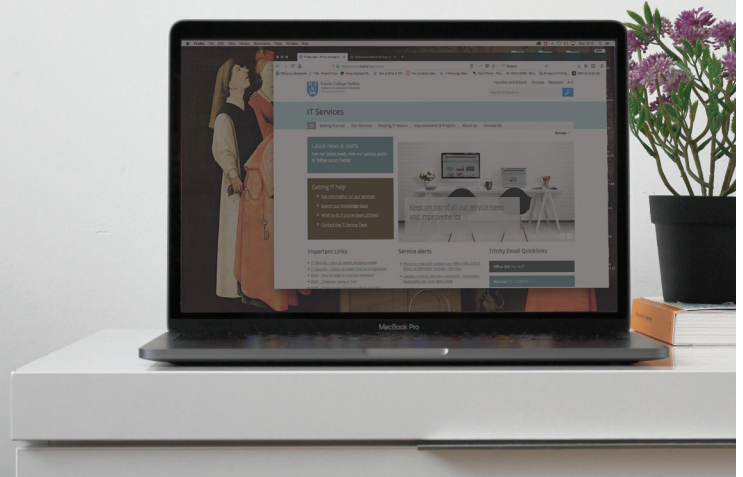




# Password Management



## Password Manager

Password Manager is an online service you can register for which allows you resolve issues with your network login password, the password used to access most of Trinity IT systems. After registering for the service you can use Password Manager to:

- Change your network login password
- Set a new network login password if you have forgotten it, or if it has expired
- Unlock your account, if it is locked-out

## Steps for Registering for Password Manager

1. Browse to the Password Manager website at <https://password.tcd.ie>
2. Choose **COLLEGE** for domain, enter your username and click **OK**
3. You can set-up your **Questions and Answers Profile** if you know your current password; or, if you do not know your current password, then you will need to call into the IT Service Desk with your current staff ID card
4. When you set-up your Questions & Answers Profile, you will be specifying answers to a set of four security questions
  - \* Try to choose questions where the answers are unlikely to change.
  - \*\* Note that you cannot provide the same answer to more than one questions and each answer must be at least four characters in length
5. Click **FINISH** once you have provided answers to all the questions. You will be presented with a message that states 'you have successfully configured your Personal Questions and Answers Profile'.

## Changing Your Network Login Password

1. Browse to the Password Manager website at <https://password.tcd.ie>
2. Specify your **DOMAIN** and provide your Trinity username as before and click **OK**
3. Choose **Change Your Network Login Password**
4. Enter your current password when prompted
5. Enter your new password twice and click **FINISH** to continue (for advice on setting a strong password see the opposite side of this leaflet)
  - \* Your network login password can only be changed once via Password Manager in any 24-hour period

## Setting a new password if forgotten or expired

1. Browse to the Password Manager website at <https://password.tcd.ie>
2. Specify your **DOMAIN** and provide your Trinity username as before and click **OK**
3. Choose **Forgotten/Expired Password** from the list of options
4. You will be prompted to enter answers to three randomly selected questions from the list of security questions you answered when setting up your Questions & Answers Profile
5. Enter your new password twice and click **FINISH** to continue (for advice on setting a strong password see the information at the end of this leaflet).

## Unlocking your account if locked out

1. Browse to the Password Manager website at <https://password.tcd.ie>
2. Specify your **DOMAIN** and provide your Trinity username
3. If your account is locked-out you will see a new option for **Unlock Account**
4. You will be prompted to enter answers to three randomly selected questions from the list of security questions you answered when setting up your Questions & Answers Profile
5. Once you have done this successfully your account will be unlocked and you should be able to login to the network as normal.

## Keep your account secure with strong passwords

The key ideas to think about when creating a strong password are:

**Length** - Make your passwords long with 8 or more characters

**Complexity** - Include letters, symbols, and numbers and a variety of upper and lower case characters

**Obscurity** - Good passwords are randomised combinations of characters, don't use dictionary words with personal connections to you or the service the password is for

The chart below illustrates a handy way of constructing a strong password:

What to do	Example
First start with a memorable sentence or phrase	I love to travel
Then remove the spaces between the words in the sentence	llovetotravel
Next capitalise the first letter of each word	ILoveToTravel
Turn words into short-hand or intentionally misspell a word	ILcTTrvl
Finally, add <b>length</b> , <b>complexity</b> and <b>obscurity</b> with special characters and numbers	!Lc77rv1



## IT Services, Trinity College Dublin

If you need more information on the services provided on this leaflet, please visit the IT Services website or contact the IT Service Desk.