ACTIVATING INTERNET ACCESS ACCOUNTS
(Please read carefully)

Please use the following instructions for activating your Internet access account and setting your password. (Please note that this password is for Internet and 4J wireless.)

The username for new employees is their last name, followed by an underscore, followed by the first initial of their first name. Example: Johnny Depp’s username would be depp_j. (In some cases the first two letters of the first name might be used, depending on how common the name is.) The temporary password for new employees is their username followed by the word ‘password’. Johnny’s password would be depp_jpassword.

The first step is to change your password. **You will be unable to access the Internet until you change your password.** To change your password, go to https://password.lane.edu. Enter your username, depp_j. Enter your current password, depp_jpassword. Create a new password using the following criteria and click ‘Submit.’

In the first six characters you must include at least:
- One number
- One lower-case letter
- One upper-case letter

Passwords also:
- Must be at least eight characters long
- Must not include a word from the dictionary
- Must not contain your username

Some examples of good passwords are: Bl@cKperL, tR3@5ure, or 2Pir@te$. (Please do not use any of these examples as your password.)

If you have successfully changed your password, you will see a message telling you that your password has been updated. If you do not see this confirmation message, your new password was not accepted. Try again, carefully following the criteria listed above.

This is the username and password you will use when prompted to authenticate.

If you need additional assistance, please call Rhonda Stewart in CIS at 790-7774.