Passwords for Faculty, Administrators, and Staff

Policy/Procedure

Every Dickinson employee has an account on each of the following systems. Your assigned username for each system is the same - it is your email name.

The systems are:

- Active Directory, Gateway Portal and Net Files
- Banner
- Blackboard
- Quotas

Active Directory, Gateway Portal and Net Files

Accesses to various file servers or the Network. In the Library or labs, used to log onto computers, utilize printing resources, and to access the files stored in your network folder. You also use this password for the Gateway Portal (https://gateway.dickinson.edu/) and Library databases. This is also the password for Emails on Outlook Web Access.

Rules

Length: at least 7 characters
Expiration: Every 180 days
Spaces not allowed

The password contains characters from at least three of the following five categories:

1. English uppercase characters (A-Z)
2. English lowercase characters (a-z)
3. Base 10 digits (0-9)
4. Non-alphanumeric (for example: !, $, #, or %)
5. Unicode characters

*note password cannot contain three or more characters from the logon id

If you use a MAC in any of your classes, your password must not be longer than (10) characters in length. You cannot reuse a previous password.

How to Change

If your password has already expired: Contact the Help Desk (see information below under Problems).

If you want to change your password before the expiration date (available on campus computers only):

PC: Hold down CNTL , ALT & Delete Keys and a dialog box will appear. Click on the Change Password button and type in your new password twice.

Mac: Go Connect to Server then in Server Address type files, then click on Connect.
1. Click the Change Password button (left corner).
2. Enter new and old passwords where prompted.
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Or from any computer on or off campus anytime at http://helpdesk.dickinson.edu, please note you must register for this service at this address before you need this service by setting up challenge questions.

Problems

Call x1000 (717.245.1000) or email helpdesk@dickinson.edu from your Dickinson account. You may need to have your account unlocked or a new password set. Librarians can unlock this password at the Library.

Banner Self Serve

Access course schedules, grades, benefits, and time sheets online. You can also access this within the Gateway.

Rules

Expiration: None.

How to Change

This PIN number cannot be changed.

Blackboard

Some professors and administrators use this system to place course materials or instructions online.

Rules

Expiration: None. If you are new to Blackboard, you will not need a password by using the Gateway. You will find an icon on top right hand side of the portal window.

How to Change

(Use the procedure below only if you trying to access this outside of the Gateway)
1. Go to the My Blackboard screen.
2. Click the Personal Tools button.
3. Click Personal Information Editor.
4. Click the Change Password button near the top.
5. Enter your new password in both Password boxes and click Submit.
6. You must reinitialize your access now by re-entering your username again along with your new password when prompted.

Problems

Call x1000 (245-1000) the LIS Help Desk (lower level of the library) with ID or email helpdesk@dickinson.edu from your Dickinson account.

Use the procedure below only if you trying to access this outside of the Gateway.
Click on the Forgot Password? link on the Blackboard login page http://blackboard.dickinson.edu/webapps/blackboard/password Fill out the information at the bottom of this screen and click Submit, now log into your email account for an email to change your password.
Quotas

Quota details on the various servers on campus are available at http://lis.dickinson.edu/Technology/Training/Tutorials/General/quotas.pdf

History/Revision Information

Responsibility Office/Division:

Effective Date:

Last Amended Date:

Next Review Date:

Also Found In: LIS Web Site
(http://lis.dickinson.edu/Technology/Training/Tutorials/General/passwords-fas.htm)