Passwords for Students

Policy/Procedure

Every Dickinson student 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 and Moodle
- Quotas

Active Directory, Gateway Portal and Net Files

Uses

Access to Y drive from your dorm room. 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 and Library databases.

Rules

Length: at least 8 characters, Expiration: Every 180 days, Spaces not allowed, At least (8) characters in length. The new password must have at least (1) number, (1) special character (*&^$#!) and (1) capital letter. 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 go to the Gateway.

Problems

Stop by the LIS Help Desk (lower level of the library) with ID. You may need to have your account unlocked or a new password set. Librarians can unlock this password for students at the Library. Unlock your account 24/7 by clicking here.

Banner Self Service

Uses

Access your course schedule and grades online. It is located within the Gateway on the Banner Self Service tab.
Rules

Expiration: None.

How to Change

This PIN number cannot be changed.

Problems

Stop by the LIS Help Desk (lower level of the library) with ID or email helpdesk@dickinson.edu from your Dickinson account.

Blackboard or Moodle

Uses

Your professors may use this system to place course materials online.

Rules

Expiration: None. Blackboard and Moodle can be accessed through the Gateway. You will find icons on the top right hand side of the portal window.

Problems

Stop by the LIS Help Desk (lower level of the library) with ID or email helpdesk@dickinson.edu from your Dickinson account.

Quotas


Registering for Password Self Service

LIS provides members of the Dickinson community with a Password Self Service web page that allows you to retrieve your lost password at anytime, anywhere, from any computer with a web browser (Internet Explorer 6+ or Safari).

For example, if you are a Mac user and do not normally log onto the network to use your computer, you may not remember your network password when you use one of the library's Windows machines. Or perhaps you are trying to access an online resource and have been locked out of your account by entering the wrong password too many times.
You can also use Password Self Service to create a new password.

In any of these situations, Password Self Service gives you the ability to retrieve or set a new network account password without having to contact the Helpdesk. But to use this service, you have to register first.

Before registering your password, here are some rules to keep in mind:

- If you are creating a new password, you cannot use one that you have already used.
- Passwords must have at least eight (8) characters, must contain at least one (1) number, one (1) special character (*&^$#!%), one (1) capital letter and one (1) lowercase letter. For example, R0$ewell! is a well-formed password, if it doesn't violate the next rule. (Of course, don't use this one!)
- You cannot use 3 letters from within your username.
- You cannot use any spaces.
- If you use a Mac in any of your classes, your password must be between eight and 10 characters.
- To configure your account, you must have a working network password. If your password has expired or your account is locked, email the Helpdesk at (helpdesk@dickinson.edu) to reset it.
- Finally, the Self Service works with what is called your network password, not your Banner or other passwords. For more information about passwords, look under General Computing on the Online Computer Training Page.

To register your password, visit https://helpdesk.dickinson.edu/password or select the Password Self-Service link on the Gateway login page. Step-by-step instructions on how to register your password can be found at http://lis.dickinson.edu/Technology/Training/Tutorials/General/psss.htm.
Next Review Date:

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