Security :: Password Expiration

To comply with Federal and State law as well as CSU security policies and standards, Humboldt State University requires all staff, faculty, and students to change their passwords on a regular basis. If you receive an email informing you that your HSU Password is scheduled to expire, you MUST go to the Account Center [1] and change your password BEFORE the expiration date. Once you have logged in, select Account Tools, then Change Password. If you need help coming up with a strong password, check out these suggestions for choosing a good password [2].

If you do not change your password before the expiration date, you will no longer be able to access campus computers, Moodle [3], email, the web or any other online resource for which an HSU User Name [4] and Password is required.

For most people, HSU passwords will expire once a year. However, staff using applications that deal with protected information [5] are required to change their passwords more frequently.

If you have access to...	Your password will expire every...
PeopleSoft Finance	90 days
PeopleSoft HR	120 days
Other PeopleSoft applications and all other HSU systems (computers, email, Moodle, web, etc)	1 year

If you have an access to more than one of the above systems, your password expiration date will be the earliest of the available expiration dates. For example, if you have access to PeopleSoft Finance and PeopleSoft HR, your password will expire every 90 days.

You will receive periodic email notifications starting 14 days before your password expires, so you should have plenty of time to make the necessary change.

If You Miss the Expiration Date

If, for any reason, you are not able to set a new password before the expiration date, you will not be able to login to your HSU accounts. But all is not lost - you can change your password [6] directly. You will need to answer some security questions in order to verify your identity before being allowed access; you should have created these when you first established your account in the Account Center, but if you did not, please take a moment to provide answers to those questions now. In the Account Center [1], select **Account Tools** and then **Identity Verification questions**.

If you need assistance or have any questions, contact the Technology Help Desk [7] at (707) 826-HELP (4357) or stop by Library Room 120.

Related Topics

Passwords & Digital Identities [8], Security [9]

Source URL: http://www.humboldt.edu/its/security-passwordexpiration

Links:
[1] http://accountcenter.humboldt.edu
[2] http://www.humboldt.edu/its/node/122
[3] http://www.humboldt.edu/its/glossary/5#term206
[4] http://www.humboldt.edu/its/glossary/5#term99
[5] http://www.humboldt.edu/its/security-protectedinformation
[6] http://www.humboldt.edu/change
[7] http://humboldt.edu/tech-help
[8] http://www.humboldt.edu/its/category/quicklinks/passwords-digital-identities
[9] http://www.humboldt.edu/its/category/quicklinks/security