User Account Details

Instructions for the system custodian

1. In the boxes below write the username you created for the applicant. If possible, make the username the same as the applicant's Murdoch Username. Add a letter to the front of the username if the application does not support all-numeric usernames.
2. Use the password construction guidelines below to create a password for the applicant.
3. Write the password in the boxes below. Do not provide the password by email or over the telephone.
4. Do not write any other information on this paper (eg. your name or the name of the system)
5. Place this form in an envelope and seal it securely.
6. Write the name of the applicant on the front of the envelope.
7. Advise the applicant to collect the envelope from you.
8. The applicant must collect the envelope in person and provide proof of identity (eg. photo ID).

Username:															
Password:															

WARNING: Do not throw this form away…

...before reading instructions below

Instructions for the user

1. Connect to the application immediately and set a new password.
2. Use the guidelines below to assist you construct a good password.
3. Memorise your password. Do not write it down.
4. Do not reveal your new password to any other person, including the system custodian, in any circumstance.
5. If anyone asks you for your password, report the incident to the IT Security Manager, Office of IT Services.
6. Before disposing of this paper use a black pen to overwrite the password above so it is illegible.
7. If possible, use a paper shredder to destroy this document.

Guidelines for constructing a good password

1. Make the password at least six (6) characters long.
2. Include at least one upper case letter.
3. Include at least one digit (number) in the middle of the password.
4. Include at least one special character. Eg. # & * [: !
5. If the system cannot accept special characters for the password, make the password at least 8 characters long using a combination of letters and numbers.
6. Do not use any simple keyboard patterns for your password. E.g. qwerty123
7. Do not use any parts of your names, address, names of places, names of family or friends or pets.
8. Do not use any codes associated with you. Eg. Vehicle license plate, telephone number, date of birth
9. Do not use any words found in an English or foreign language dictionary.
10. Do not use any of the type of words described above spelled backwards.
11. Do not use digits as substitutions for letters in a common word. Eg. Hello = He110
12. Use a phrase you can remember to help you construct your password and include punctuations characters. Eg. phrase = "I must! go to work today" password = im!g2w2Day