Last	modified:3/6/2020
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		Last modified.3/6/202	
APU-NetGuide	Ver	ApplicableOS	
APU Information Systems Password Management Guide	1.3	All users	

Introduction

A safe password is one that cannot easily be guessed by another person and cracked by a hacking program. Mechanically password hacking programs are now readily available on the internet and can easily decode passwords that contain dictionary entries or simple repetitions of letters and numbers,

APU has created this guide to be observed below so that all students, faculty and staff can safely use its various information services and systems. This guide applies to all students, faculty and staff using APU's facilities and resources.

Who is This Guide For?

This guide is for all APU-Net users.

<u>Guide</u>

Requirements for a Safe Password

- $\hfill\square$ Do not use your name or other personal information that can be easily guessed
- $\hfill\square$ Do not use English words or phrases so-called dictionary words
- □ Set your password based on the following rules:

Must be between 8 and 16 single-byte alphanumeric characters

Must contain uppercase letters, lowercase letters and numbers

The available symbol is ! # % () - = @ [: + *] < . >

Examples of Unsafe Passwords

- Your User ID
- □ Your name, the name of a family member, or a pet's name
- □ Your phone number, postal code, date or birth or other data that others can easily guess
- □ Your faculty/staff or student ID number
- $\hfill\square$ Simple English words that would be in a dictionary
- \square Reverse spellings (e.g., oita \rightarrow atio)
- □ Repetitions of the same letter (e.g., aaaaa)
- □ Strings of characters that are too short

Last modified:3/6/2020

		Last mourned. 5/6/202	
APU-NetGuide	Ver	ApplicableOS	
APU Information Systems Password Management Guide	1.3	All users	

Tips for Using and Storing Passwords

A safe password is meaningless if someone else finds it out. Once you set a password, please remember the following:

- □ Memorize your password.
- $\hfill\square$ Never give your password to coworkers, faculty members, students or

classmate, and never ask someone for his or her password.

- □ Never send passwords by e-mail.
- $\hfill\square$ Never write passwords in a notepad or post them on your monitor.
- □ Never let web browsers remember passwords for you.
- □ Never use the same password for multiple accounts or systems.

(Note: This does not apply to APU's single sign-on

environment.)

(*Single sign-on = A process that enables users to access multiple system with one login)

* This guide was created based on the Ministry of Internal Affairs and Communications' "Information Security for You" homepage (Japanese only)

URL: http://www.soumu.go.jp/joho_tsusin/security/business/admin_03.htm

Changing Your Password

Please change your password based on the requirements listed above. You can change your password by clicking on the "Change Password" icon at the Campus Terminal screen.

♦You can only change your password from 9:00 to 22:00 Japan time.

1. Log in to the campus terminal and click "ChangePassword".

HOME So	chool Affairs Posting Syllabus	
Information	O New Messages	Last Login Date
2/1 (Wed) NE	WAdvance Notice: Multicultural Camp Leader Recruiting/ 事前告知: Multicultural Campリーダー募集	16:29
2/1 (Wed) NE	₩ 冬セッション時間割 / Winter Session Timetable	Login User
2/1 (Wed) NE	W【Today】On-Campus Part-Time Work Registration and Signing Employment Contract Session / 本日開催:学内アルバイト	
2/1 (Wed) 📧	W(Request)Repair work of Rotary interlocking (pavement) at Front Entrance / (お願い)正面玄関ロータリ	-
2/1 (Wed) 📧	WRegarding the reservation for high-way express buses bound for Fukuoka / 福岡行き高速バスの予約につ	2 Menu
2/1 (Wed) 📧	W16FA Grade Info 17SP Registration/16秋成績発表・17春履修登録	Enter Public
1/31 (Tue)	Advance Notice: Multicultural Camp Leader Recruiting/ 事前告知: Multicultural Campリーダー募集	Message
1/31 (Tue)	Register for the IMAT Open Lecture (English)	Enter Informatio
1/31 (Tue)	For all students who need to take a leave of absence for military service / 兵役により休学を希望する学生	Enter Action Required
1/31 (Tue)	Journal Photography on Campus on January 31 and February 3 / 1月31日、2月3日 撮影のご協力のお願。	Specify Address
1/30 (Mon)	APU in the media / APUメディア出演	Messages
1/30 (Mon)	manaba course Library function available / manaba course ライブラリ機能 利用開始のお知らせ	Messages Send
1/30 (Mon)	LimeSurvey 2.5公開のお知らせ(職員の皆様)	P APU Gmail
1/30 (Mon)	CAUTION: Protect yourself from influenzal/注意:インフルエンザに注意しましょう!!	Mailing List
1/27 (Fri)	Questionnaire about English translations of sightseeing spots in Kyushu/【総務省】九州の観光施設の英語表記に関するフ	Change Passwo
/27 (Fri)	【International Students Only】Reduction of National Health Insurance【国際学生のみ】国民健康保険税の》	Bookmark
1/27 (Fri)	期末試験期間中に採用選考会に参加する方へ / Verification of Job Hunting Activities – Procedure during	User Type
1/26 (Thu)	地域経済分析システム(RESAS)活用ワークショッブのご案内/Workshop for using "RESAS"	Link
1/25 (Wed)	面接対策セミナー(応用編)の開催 / Advanced Guide to INTERVIES (Must Know info)	
1/25 (Wed)	【Today】On-Campus Part-Time Work Registration and Signing Employment Contract Session / 本日開催:学内アルバイ	Manual
	Now All	Campus Termin



2. Enter user ID and password before changing from the user setting login screen. Then click the login button.

ユーザ設定ログイン集画 (User Setting Login)	
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800	
/0/2-10%	

3. Confirm the password policy, enter the new password and click "Save"

	パスワード変更	
パスワード変更 (changing your passw ord)	(changing your password)	
ユーザ設定	情報教室やマルチメディアルームのパソコン、電子メール、Linuxシステム、コース ツール、無識LAN、VPN接続、ゲートウェイ接続等のサービスを利用する際のパ スワードが変更されます。	you can change the password of following services, to log in computer of the information classroo the multimedia room, E-mails, the Linux system, the course tools, wireless LAN, the VPN connecti the gateway connection, and etc.
(User Settings)	<パスワードポリシー>	< Password Policy >
	入力可能文字数:8 文字以上 16 文字以下 英大文字、英小文字、数字必须	Must be between 8 and 16 characters and be made up of one-byte letters and one-byte numbers. (Must contain BOTH letters(both uppercase and lowercase) and numbers.)
	以下の記号は使用可能です。 !# % () - = @ [: + *] < . >	The following symbols can be used. ! # % () - = ⊕ [: + *] < .>
	氏名(漢字)	oec教研知当者
	氏名(ローマ字)	KYOINTest
	メールアドレス	ksys01@apu.ac.jp
	新パスワード (New Password)	
	新パスワード(再入力)(Confirm New Password)	
	保存	
onfirmation	dialog will be displayed, and cli	ck "OK".
onfirmation	dialog will be displayed, and clie	ck "OK".
onfirmation web র~রফ	dialog will be displayed, and clic	ck "OK".
onfirmation Web ページか	dialog will be displayed, and clid ১০৮৬৮-৩ 🗵	ck "OK".
onfirmation Web ং –তক্ষ	dialog will be displayed, and clic らのメッセージ × ←074	ck "OK".
onfirmation	dialog will be displayed, and clic <u>らのメッセージ メ</u> ←074 行しますか? o you execute?	ck "OK".
onfirmation Web ページか でまた	dialog will be displayed, and clic <mark>らのメッセージ メ</mark> (~074 行しますか? o you execute?	ck "OK".

		Last modified:3/6/2020
APU-NetGuide	Ver	ApplicableOS
APU Information Systems Password Management Guide	1.3	All users

5. If the following message is displayed, password change is completed. Please click "OK" to finish.



[Contact Information]

Please contact the Information Systems Office with any questions or comments.

Information Systems Office

Location:	Building D, 3 rd Floor	Hours:	Mon-Fri,
10:00-16:3	0 Email:	system(@apu.ac.jp