



## REMINDER FOR STUDENTS

### Need to *change* or *reset* your IAMS password?

To **change your password** on a school computer, press CTRL+ALT+DELETE in Windows and then click "Change a password".

If you have forgotten your password, approach **Mr Mordecai Chung** at **General Office** to **reset your password**.

When you change or reset your IAMS password, follow the IAMS password policy below:

### IAMS Password Policy

1. Password must be **8-24 characters** long.
2. Password must contain **at least 1 lowercase letter(s)**.
3. Password must contain **at least 1 numeric character(s)**.
4. Password must contain **at least 1 uppercase letter(s)**.
5. Password must contain **at least 2 alphabetic character(s)**.
6. Password **must not be one of 3 previous passwords**.
7. Password **must not match or contain first name**.
8. Password **must not match or contain last name**.
9. Password **must not match or contain user ID**.
10. Password expires every **90 (Sec/JC)** days. Users will be alerted via email 7 days before the expiry date.
11. Maximum of 5 login attempts are allowed.
12. The password has to be changed after subsequent password resets.

**Your IAMS password is also your Student iCON password.**