# Managing Password Preferences within Parent/Student Portal

Portal users can update their account passwords using the Account Management tool. The Account Management tool allows users to update their account's existing password, security email address and security image preferences (Like/Dislike images are used when recovering a forgotten password).

# Modifying Account Security Preferences

1. If you would like to change your account password, enter a **New Password** and **Verify the New Password**. The box to the right of each of these fields indicates the strength of the new password. Red means weak, yellow means medium and green means strong. <mark>Users will not be allowed to save a red or yellow password</mark>.
2. If you would like to modify your **Likes** and **Dislikes** selections made when first setting up your account preferences, select each Like and Dislike image to be removed in the Your Selections area. You will need to replace these selections and ensure a total of 8 Likes and 8 Dislikes images populate the Your Selection area prior to saving.
3. Enter your **Email** address if the existing email address on the account is incorrect.

    **!** This must be a valid email address. Password recovery is done through a unique URL sent to this email address. Failure to provide a legitimate email address means an inability to recover your password.

4. Enter your **Current Password**. Changes to security preferences cannot be saved unless the user's existing password is entered.
5. Once all updates have been made, select the **Save Changes** button. Your account security preferences are now updated.

# Suggestions for Creating a Strong Password

Complex, tricky passwords are not always strong passwords and can be difficult to remember. For example, TheBr0wnC@t is a stronger password than !@#$%&() because TheBr0wnC@t uses a combination of character types and is long, whereas !@#$%&() uses only symbols and is short. A computer program can crack !@#$%^&() easier than it can crack TheBr0wnC@t.

When creating a password, consider the following:

- **Content** - Use a short two or three word sentence as your password.
- **Length** - Make your passwords long enough (8-10 characters is usually sufficient).
- **Combination** - Include letters, punctuation, symbols and numbers.
- **Uniqueness** - Do not use your name or username for your password.