This guideline provides information on securing your Yale University NetID and password. It outlines what to do if your Yale NetID is compromised. It also includes best practices for securing all your usernames and passwords.

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Yale University NetID

Each member of the Yale community is assigned a unique network identification (NetID). A NetID is normally the individual's initials and a few numbers (such as aa11 or bb345). A NetID is not changed under normal circumstances. It remains a unique identifier for that individual even after they leave Yale.

Your NetID and password give you access to most Yale online resources. This includes the campus network and most University software and applications. This gives you access to proprietary, often sensitive, University data. You must protect that data by creating a strong NetID password and keeping it a secret.

How to create a strong password

Please see the following guidance when creating or changing your NetID password:

- Use diverse character compositions including alpha, numeric, and special characters.

- Your password can be between 8-127 characters.

- Create a hard-to-guess password, even by those who know a lot about you. Avoid easily guessable passwords, such as:

    o   "yale1234";

    o   names or birthdays of you, your family, or friends;

    o   pet names; or

    o   favorite movies or phrases.

- Avoid variations of common phrases, such as "p@ssw0rd!!" or "d00rbe11."

- Do not re-use your NetID password for other applications or non-work-related purposes.

- Your new password cannot contain the characters: < > & \ , " ' :

- Your NetID password cannot contain your NetID.

- For additional details regarding password complexity, review Microsoft's Password Guidance.

How to keep your NetID a secret

- Do not share your NetID with anyone. This includes IT Support or management. This is against University policy. You are the only one who can know your NetID password.

- Do not let anyone else use your NetID account.

- Do not use your NetID password as a password for another computer system or website. Examples include your personal account on Amazon or your online banking account.

- Do not let anyone see you type in your password. Stop typing if you notice someone watching you. Make sure your password is not displayed on your screen as you type.

- Do not write down your password on paper nor store it.

- If you must store your password, it must be in an application that is approved for high-risk data. This document cannot be shared with or accessible to anyone else.

- Be wary of any program or web page that asks you for your NetID password. Secure Yale web pages that ask you for your NetID password will have URLs that begin with "https://." Contact the ITS Help Desk to verify

authenticity of a page you do not recognize that asks for your NetID password. The Help Desk can be contacted at 203-432-9000.

What to do if you believe your NetID password was shared or compromised

If you believe your NetID was shared or compromised, change your password right away. Then contact the ITS Help Desk at 203-432-9000. The ITS Help Desk can help you identify next steps for protecting your NetID password. Reasons you may think your NetID was shared or compromised include:

- You used your NetID on a non-Yale computer system or website.

- You believe another individual knows or saw your NetID password.

- You have reason to believe you were "phished" (see Click with Caution for more details).

Best practices for ALL passwords

It is important to create strong passwords and keep them a secret for all your user accounts. This includes work accounts and personal. Secure passwords can help protect your information, both at home and at Yale. See Cybersecurity's Use Secure Passwords webpage for best practices on passwords.

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