

# Request for Password Registrar Access

Please submit this form in person or mail it to the CITES Help Desk, 1211 DCL, MC-256, or fax it to 217-333-4368.

Name \_\_\_\_\_ Title \_\_\_\_\_

Department \_\_\_\_\_ NetID \_\_\_\_\_

Primary Phone \_\_\_\_\_ UIN \_\_\_\_\_

Location of Computer \_\_\_\_\_ IP Address \_\_\_\_\_

Please select desired access times:

- Monday–Friday 8 a.m.–5 p.m.
- Monday–Friday 7 a.m.–6 p.m.
- Mornings 8 a.m.–noon
- Afternoons noon–5 p.m.
- Other: \_\_\_\_\_

Whose NetID passwords do you need to be able to reset?

- Staff in my department
- Students in my department
- Other: \_\_\_\_\_

*(Note: CITES staff may contact you for clarification. Access outside of your own department may require approval from a college dean.)*

## Definition

A Password Registrar is an individual who has been authorized (by a department head, college dean, or CITES Account Services) to change NetID passwords for other users. The Registrar's ability to change passwords can be limited in a variety of ways, including particular groups of users (only people within the Registrar's department, for example), times of day (such as weekday mornings only), or even particular machines (such as the Registrar's computer only).

## Requirements

The Password Registrar will:

- change NetID passwords ONLY by explicit request of the owner.
- change NetID passwords ONLY after positively confirming the owner's identity, preferably by a University of Illinois photo ID.
- never reveal a NetID password to others.
- maintain a secure machine for Password Registrar functions: physically secure against unauthorized access and electronically secure by the timely application of patches.
- maintain security of his or her own NetID password.
- never use someone else's password to gain access to accounts or services.

I AGREE TO ABIDE BY THESE REQUIREMENTS:

Signature \_\_\_\_\_ Date: \_\_\_\_\_

## Authorization by Director or Department Head

I have read and understand the Definition and Requirements above. I vouch for the applicant's ability to meet the requirements and request that Registrar access be granted.

Name (please type or print): \_\_\_\_\_

Title: \_\_\_\_\_

Campus Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

\_\_\_\_\_  
Signature of Director or Department Head Date

*CITES will require annual re-authorization for each password registrar.*

**FOR CITES  
USE ONLY**

\_\_\_\_\_  
Signature of CITES Employee Who Verified Information Date

\_\_\_\_\_  
Signature of Security Representative Date

# Procedure for Password Registrars

- (1) Ask the client which password or what program application he or she needs to access. Ensure that the client really needs to change his or her NetID password, and not some other password.
  - Password Registrars can make changes *only to the client's NetID Password*.
  - The client can change other passwords themselves, through the Password Home Page (<http://www.cites.uiuc.edu/services/password/>).
- (2) Ask the client for photo identification (preferably an I-Card or a valid driver's license) to verify his or her identity.
- (3) Use the Password Home Page (<http://www.cites.uiuc.edu/services/password/>). The Password Registrar function is accessible from the CITES Passwords page.
- (4) On the CITES Passwords page, you will see the following:

**Logged in as: *yourname* (yourNetID)  
Changing Passwords for: *yourname* (yourNetID) [ Switch ]**

Click on **Switch** to change to a different NetID.

- (5) Enter the client's NetID and click the **Continue** button.
- (6) The client must now create a password that conforms to the requirements for acceptable passwords. The basic rules are as follows:
  - Length: 8–12 characters
  - Three character classes: uppercase, lowercase, numeric
  - No invalid characters (space, control, etc.)
  - Does not contain parts of: Name, NetID
  - New Password and Verify matchFor password suggestions, click on **Provide Random Sample Passwords**.
- (7) Have the client type in his or her new password.
- (8) Click on the **Set Passwords** button.
  - The password is checked to ensure that it conforms to other password rules, including the following:
    - The password cannot be a word in the dictionary.
    - It cannot contain a common sequence of keyboard characters (such as *qwerty* or *asdf*).
  - If the password conforms to all the rules, the Success page will appear.
- (9) Tell clients the following:
  - They will receive email confirming the transaction.
  - They may change their NetID password again after 24 hours.
  - They may use the Password Home Page to change other passwords immediately.