3. ACTIVE DIRECTORY LOGIN

Active Directory is the Network Operating System available in Computer Laboratories at Victoria University.

The username and password is as follows:

Username: s<student ID number> eg. s1234567

Your default password: Temp<date of birth> eg. Temp12031976 (Please note Temp has a capital T)

Upon first login, you will be prompted to change your password. Please refer to Section 3.2 Password Complexity Requirements for changing your AD password.

3.1 PROCEDURE FOR Changing PASSWORDS

If you wish to change your Active Directory password, please follow these steps after logging into the computer;

1. Press CTRL-ALT-DEL keys on your keyboard at the same time to open the Windows Security.

2. From the screen shown below, click the Change Password button.
3. From the screen shown below, enter your existing password in the **Old Password** field. In the **New Password** and **Confirm New Password** fields enter the new password you wish to create. Then click the **OK** button. Take Note of Password Complexity Requirements described in section 3.2.

![Change Password Dialog](image)

### 3.2 PASSWORD COMPLEXITY REQUIREMENTS

- All Passwords need to be at least seven (7) characters long
- At least 1 English uppercase character (A through Z)
- At least 1 English lowercase character (a through z)
- At least 1 Numeral (0 through 9)
- Or a Non-alphabetic characters (such as !, $, #, %)

If you experience difficulties in changing your password, please contact the ITS Service Desk:

**Phone:** 9919 2777  
**Email:** servicedesk@vu.edu.au for further assistance.  
Alternatively see the IT Support staff on your campus.

### 3.3 ADDITIONAL RESOURCES AVAILABLE TO STUDENTS, I.E. DRIVES & HARD DISK SPACE

Please contact the ITS Service Desk to obtain further information on:

**Phone:** 9919 2777  
**Email:** servicedesk@vu.edu.au