

AFD Password Guide Cheat Sheet

- See more information at: <http://afd.calpoly.edu/ants/access/passwords.asp>
- For help and if you have any questions, please call 6-ANTS.

Password Security Practices

- Do not write down your password and leave it at your desk or any unsecured location.
- Do not share your password with anyone (all emails requesting you to send or to log in to confirm your password/identity are not legitimate and should be forwarded to abuse@calpoly.edu).
- Do not use your Cal Poly password anywhere else online.
- For security reasons, your password will expire every 365 days, be ready to change it!
- Lock your workstation whenever you leave it unattended. Your password does nothing to prevent someone from sitting down and using your computer if it is left unlocked. To quickly lock your computer press **Win** + **L** (note: the **Win**, Windows logo, key is between **Ctrl** and **Alt** on the left side of the keyboard).

Account Comparison

ACCOUNT	SYSTEMS & RESOURCES	USERNAME USED
AFD	<ul style="list-style-type: none">• AFD desktops• AFD training laptops• AFD ImageNow• AFD Remote Access	Username only (your Cal Poly email without the @calpoly.edu, example: if your email is jmustang@calpoly.edu, your username is jmustang)
Cal Poly	<ul style="list-style-type: none">• Cal Poly Portal• Email & calendar• SecureMustangWireless• Central authentication	Username or full campus email address

New Password Creation

We highly recommend that your AFD and Cal Poly passwords be kept the same for easy recall. Decide on a password that meets both accounts' requirements before changing the password for either account.

Easy Password Tip

Here is our recommendation for a password that is easy to remember, secure, and meets both accounts' requirements:

1. Pick 3 words that combined make up 15 characters or more (only they can't contain your first name, last name, or any Cal Poly username). Example: row quaint kayaks
2. Capitalize the first letter of each word and put them together. Example: RowQuaintKayaks
3. Add a number or symbol at the end. Example: RowQuaintKayaks!
4. This should be easy to remember and should satisfy both accounts' password requirements.

AFD Account Solutions

How to Change Your AFD Password

If you know your current AFD password, follow these instructions, otherwise see below on [How to Reset Your AFD Password](#).

1. Decide on a new password, see [New Password Creation](#) above.
2. Log into an AFD desktop or laptop computer.
3. Press **Ctrl** + **Alt** + **Del** on the keyboard.
4. Select **Change a password...**
5. You will need to confirm your old password, then type your new password twice.
6. Click the blue arrow icon or press enter to confirm the password change.
7. If your Cal Poly password does not match the AFD password you just set, you may wish to change it to match, see [How to Change Your Cal Poly Password](#) (<http://afd.calpoly.edu/ants/access/passwords.asp#change cp>).

How to Reset Your AFD Password

If you have forgotten your password, follow these instructions, if you know your password see above on [How to Change Your AFD Password](#).

1. Decide on a new password, see [New Password Creation](#) above.
2. Call ANTS at 756-2687 (Monday through Friday, 7:30AM to 5PM) and we will help you reset it.

How to Unlock Your AFD Account

If your account has been locked due to failed login attempts, please call ANTS at 756-2687 (Monday through Friday, 7:30AM to 5PM).