How To Change Your EI&O Password

This document explains how to change your EI&O password in z/OS (OS/390) batch, TPX, CICS, NERSP, and on the EI&O Dial-Up Server.

It also contains basic instructions for changing your GatorLink password.

EI&O encourages you to change your passwords frequently to help ensure the security of your data and files.

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Table of Contents

Introduction: EI&O Passwords are NOT GatorLink Passwords ........................................3
EI&O Passwords ....................................................................................................................3
Networked EI&O Customers .................................................................................................4
z/OS (OS/390) Batch ...........................................................................................................5
EI&O Password Specifications -- All EI&O Systems ........................................................6
    Password Specifications -- NERSP Only .................................................................6
GatorLink: Changing Your GatorLink Password ............................................................6
Help ......................................................................................................................................7
Introduction: EI&O Passwords are NOT GatorLink Passwords

EI&O accounts are issued to various University of Florida employees, primarily for administrative computing functions which are part of their UF work assignment. EI&O accounts are not GatorLink accounts. EI&O usernames and passwords have different standards/requirement from GatorLink passwords, and are maintained completely separately.

GatorLink accounts are required for all UF students, faculty, and staff members. They are used for signing on to the myUFL portal, to GatorLink e-mail, and for a variety of other purposes. GatorLink accounts are not EI&O accounts.

This document is primarily concerned with EI&O account passwords. However a section is included at the end which gives basic information on how to change your GatorLink password.

EI&O Passwords

You are required to change your password before you can use your new EI&O account. You are also required to change it again at least every six months thereafter. You must also change it anytime we reset it for you; this is so that you will be the only person who knows your password.

This document explains how to change your password interactively as well as in z/OS (OS/390, formerly known as MVS) batch. EI&O encourages you to change your passwords frequently to help ensure the security of your data and files. How can you change your password when you log on to EI&O? Choose one of the methods described below.

Make your new password easy to remember, but hard for others to guess. Our systems will reject invalid passwords or obvious ones like "password" and "gators" (and will prompt you to try again). See "Password Specifications [6] " to determine which characters are valid choices for each EI&O system.

Note

NOTE: Often, computing support staff will provide users with an automated logon "script" to simplify the process of connecting to EI&O. If you obtain (or are given) such an automated logon script, it is important to also obtain (and save!) instructions for changing your password, since the script may hide normal error messages (such as "password expired") from you, and require you to take special action to change your password.

This document shows four methods to change EI&O passwords. They are:

• For your NERMVS password;
  • via a modem connection to the EI&O Dial-up Servers
  • via a hardwired connection to the campus network
• in batch mode in MVS

The method you choose should be based on how you usually connect to EI&O and/or the EI&O system in which you customarily work. Remember, if you change your password on one system and want it to be the same on other systems, you must also change it on the other system yourself.

Networked EI&O Customers

When you have a hardwired connection to the campus network and you want to change your password, you start from the EI&O menu.

1. You arrive at this menu screen in one of two ways:

   1. Your personal computer is hardwired to the campus network, and you start a communications program (such as Hummingbird Host Explorer for Windows, or TN3270 for the Mac) configured to connect to the address nermvs.CNS.ufl.edu.

   2. You activate your terminal and the screen says: CNS VTAM IS ACTIVE; at which point you type menu and press <Enter>.

2. Using one of the above methods (1.1. or 1.2.), you arrive at the CNS menu. Press the <Tab> key until your cursor is next to the word SIGNON. Press <Enter> to go to the CNS Signon screen. The CNS Signon screen says: Enter your ID and Password. Beneath that are three labeled fields: ID:, Password:, and New Password:. The fourth field on this screen, Transfer:, is not relevant to this procedure.
3. <Tab> to the ID: field and type your EI&O userid; do not press <Enter>.

4. <Tab> to the Password: field and type in your current password;

5. <Tab> to the New Password: field and type a new password; NOW, press <Enter>.

6. The system will prompt you: Retype Your New Password for Verification. Once you have retyped your new password and pressed <Enter>, you will get the screen titled: EI&O Interactive Services Menu for userid (i.e., your personalized EI&O menu screen), and your new password will be in effect.

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**z/OS (OS/390) Batch**

In z/OS (OS/390) pbatch, change your password on the JOB statement as follows:

```
//jobname JOB (,,time,lines),name,CLASS=class,USER=userid,
// PASSWORD=(oldp,newp)
```

**Warning**

Caution: Your JOB statement cannot go past column 72! If your userid and password are long enough to make the statement exceed 72 columns, you must use a continuation, as shown in the example above.

The next time you use this userid, use your new password.
EI&O Password Specifications -- All EI&O Systems

Besides choosing a password that's difficult to crack, your password needs to fit a few requirements for EI&O systems: it needs to be 5-8 characters long; it may not contain blank spaces; and it can be any combination of letters, digits, and the special characters #, $, or @ only.

Password Specifications -- NERSP Only

Passwords on NERSP are case-sensitive. This means that if your password is Kit#Ten and you enter kit#ten, your password will not be accepted.

GatorLink: Changing Your GatorLink Password

Note

This section also applies to the GatorLink "Web mail" e-mail service: you log in to GatorLink WebMail using your GatorLink [http://gatorlink.ufl.edu/] username and password; GatorLink WebMail does not have its own separate password.

If your GatorLink password has expired, or you need or want to change it for any reason, you can go to the myUFL portal [http://my.ufl.edu/] and log on there to change it.

Once you are logged in to the myUFL portal, select "My Account" from the left-hand "myUFL Menu"

After you click on "My Account", you will see a link to "Change My Password".
That will take you to the page where you can change your GatorLink password, which is also your GatorLink WebMail password.

If, for any reason, you are unable to change your password via that Web page, please contact the UF Computing Help Desk [http://helpdesk.ufl.edu/] (392-HELP) or <helpdesk@ufl.edu> for assistance.

Help

If you need help changing your password or if you would like additional information about passwords, call the UF Computing Help Desk at (352) 392-HELP, e-mail helpdesk@ufl.edu [mailto:helpdesk@ufl.edu], or the EI&O Support Desk at (352) 392-2061, e-mail <consult@lists.ufl.edu>.

Your Comments are Welcome

We welcome your comments and suggestions on this and all EI&O documentation. Please send your comments to:

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