When you open a computing account with CNS, you are issued a userid (user identifier). Your userid is a unique name by which the CNS systems identify you. Your userid, together with a password you devise, entitles you to use e-mail, access the Internet and other networks, run batch jobs, use interactive systems, store data in the computer system, purchase computing services and supplies, and print output. (Restrictions apply to certain account types. Please see "Your Computer Services Account" for more information on accounts).

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# Table of Contents

Userids & Passwords ................................................................................................3
Passwords Secure Your Data .....................................................................................3
Two Systems--Two Passwords ..................................................................................3
Password Protection Procedures ................................................................................3
Userids & Passwords

The following information applies to CNS userids only: for GatorLink userid and password information, see the GatorLink home page at http://gatorlink.ufl.edu.

When you open a computing account with CNS, you are issued a userid (user identifier). Your userid is a unique name by which the CNS systems identify you. Your userid, together with a password you devise, entitles you to use e-mail, access the Internet and other networks, run batch jobs, use interactive systems, store data in the computer system, purchase computing services and supplies, and print output. (Restrictions apply to certain account types. Please see "Your Computer Services Account" for more information on accounts).

Passwords Secure Your Data

When you access most CNS systems, you are required to supply a password with your userid. Your password is your best protection against unauthorized use of your userid. The first time you sign on to a CNS system with your userid, enter the temporary password you received when you set up your account and change it (see the section "Two Systems--Two Passwords" on this page for more information on changing your password). If you can’t remember this password, consult with the department that established your userid, or check with CNS Accounting Services. If you have a GatorLink account, check your application form for instructions on how to determine your temporary password.

You must also change your password before it expires (every six months). In fact, we highly recommend that you change your password more frequently—play it safe! CNS does not accept responsibility for losses from unauthorized use of userids because of negligence in protecting passwords. However, we will actively assist you in determining the source of any unauthorized access.

Two Systems--Two Passwords

CNS has two major systems available to our users; NERMVS, and NERSP. These two systems do not share a common userid/password database; consequently, changing your password on one system does not change it on the other. If you want your password to be the same on both systems, you have to change it on both systems, separately.

Similarly, it is important to note that your GatorLink userid and password are entirely separate from your CNS userid(s) and password(s). You may create a GatorLink userid which is the same as your CNS userid(s). However, because they exist in different systems, password changes made to your CNS userid(s) do not affect your GatorLink userid, and vice versa.

For details on the exact procedure for changing your CNS password(s), see How to Change Your CNS Password (D0005). We recommend that all users keep a copy of that document on-hand for reference. You may request a copy from CNS Information Services (392-2061, <editor@cns.ufl.edu [mailto:editor@cns.ufl.edu]>), or view and print it using your Web browser at http://www.cns.ufl.edu/password [http://www.cns.ufl.edu/password/]. To change your GatorLink password, see the GatorLink Web page at http://gatorlink.ufl.edu.
Password Protection Procedures

The integrity of your stored data depends on you! We recommend the following procedures:

• Change your password often.
• Never share your password with anyone.
• Never write or print your password anywhere, including in output.
• Destroy printouts that may contain your password.
• Do not store your password in any files or data sets.
• Choose a password that you will easily remember, but not one that others can easily guess. For instance, a password that represents your hobby or special interest is NOT a good idea. Any word which appears in the dictionary can be "hacked." Using the name of your pet as a password is also very predictable.
• Combinations of letters (at least one letter must be used) and numbers are a safe bet. Remember, the only non-alphanumeric characters you may use are #, @, and $. Passwords on NERSP are case-sensitive.

Your Comments are Welcome

We welcome your comments and suggestions on this and all UFIT documentation. Please send your comments to:

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