

EMPLOYEES:

Type of Account	Criteria for creating new accounts	Who can unlock account	Criteria for creating new passwords	When password expires	Who can change password
Colleague	<ul style="list-style-type: none"> AC creates account name after HR provides an employee ID number and individual appears on POSS screen User ID comprised of department prefix and last 6 digits of employee ID number 	Help Desk	<ul style="list-style-type: none"> At least 6 characters but not more than 8, without spaces Must contain at least 1 number Cannot start with a number Case sensitive No Special Characters 	90 days	Help Desk
MyWay https://myway.mccneb.edu/	<ul style="list-style-type: none"> AC creates account name after HR provides an employee ID number User Principal Name, UPN, (looks like an email address) 	Self at Online Password Station	Same as network password	180 days Users that fall under PCI compliance are at 90 days. AC, ITS, Culinary & Student Services users	Employees ①
Name Changes	<ul style="list-style-type: none"> Bring SSN card with new name to HR AC updates them when the NAE screen shows the new name and they receive an email from HR 	n/a	Create a new Network Password for New Username	180 days	Employees ①
Network	<ul style="list-style-type: none"> Accounts won't be created until AC is provided with an employee ID number from HR Usernames are typically comprised of first initial, last name (possible number following if similar names) 	<ul style="list-style-type: none"> Unlock themselves at online password station Automatically unlocks after 15 minutes. Users that fall under PCI compliance are locked for 30 minutes. AC, ITS, Culinary & Student Services users 	<ul style="list-style-type: none"> Cannot use any previous passwords for a year Passwords cannot contain any part of your name or username Passwords cannot contain any special characters such as: "/\{\};=,+ Passwords must be at least 7 characters long Passwords must have characters from these three groups: <ul style="list-style-type: none"> Upper case letters Lower case letters Numbers 	180 days Users that fall under PCI compliance are at 90 days. AC, ITS, Culinary & Student Services users	Employees ①

STUDENTS:

Type of Account	Criteria for creating new accounts	Who can unlock account	Criteria for creating new passwords	When password expires	Who can change password
Blackboard LMS (credit) https://blackboard.mccneb.edu	<ul style="list-style-type: none"> Username only 	Self at Online Password Station	Online Password Station	180 days	Students
Ed2Go (non-credit) ③ http://www.ed2go.com/metropolitan/	<ul style="list-style-type: none"> User's email address 	No lock out	Rules are on the Web site	Never	<ul style="list-style-type: none"> Students Instructors ②
Library Databases	<ul style="list-style-type: none"> Same as network username 	No lock out	Same as network password	180 days	Students
MyWay https://myway.mccneb.edu	<ul style="list-style-type: none"> User Principal Name, UPN, (looks like an email address) 	Self at Online Password Station	Online Password Station	180 days	Students ①
Name Changes	<ul style="list-style-type: none"> Name change form (notarized or signed in Student Services) Two forms of ID (one with photo) Records office makes change 	N/A	Create a new Network Password for New Username	180 days	Students ①

NOTES:

① Password can be changed by using Option 1 or 2 at the Online Password Station: www.mccneb.edu/password

② Visit **Technical Issues** link under the **Help** link at Ed2Go: <http://www.ed2go.com/metropolitan> website for username and password information