**User Names and Passwords**

**User Names:**

**Usernames** of new students will consist of their **First Name** followed by a **Period** then their **Last Name** in **All Lowercase** letters. If there is a **Hyphen** you will include the **Hyphen** in the username. You will **NOT** include any other special characters in a user name.

**Example User Names:**

|  |  |  |
| --- | --- | --- |
| **Student** | **Username** | **Password** |
| Mark Jacobs  Mark O’Bannon  Mary-Ann Jacobs  Mary Ann Jacobs  Mike Jacobs-O’Neil  Mi’ke Jacobs | mark.jacobs  mark.obannon  mary-ann.jacobs  maryann.jacobs  mike.jacobs-oneil  mike.jacobs | MJ@swtc  MO@swtc  MJ@swtc  MJ@swtc  MJ@swtc  MJ@swtc |

Students that **Share** a **First** and **Last** name with a fellow student will have their **Middle Initial** **Inserted** between the **First Name** and **Last Name** of their **Username** as follows. (There was only one student I ran into having this issue this year. **Jessica A. Johnson**.)

**Example Passwords:**

|  |  |  |
| --- | --- | --- |
| **Student** | **Username** | **Password** |
| Mary Kay Jacobs | mary.k.jacobs | MJ@swtc |

**Passwords:**

Passwords are set initially as students (**First Name Initial Capitalized) (Last Name Initial Capitalized)@swtc**. This is for all students and looks like the above examples.

You must make a new password. Use the following conventions:

**\*\*\*NOTE: Your password cannot contain any part of your user name.\*\*\***

At **LEAST**: 1 capital letter

At **LEAST**: 1 number

At **LEAST**: 7 characters total

**Preference**: Make Windows Profile password same as NIDA-ILE password. You can use special characters in you windows password, but I do not recommend it because your NIDA password cannot contain special characters.