



LUMS

Information Systems & Technology

IST TIPS
PASSWORDS

CREATE
YOUR OWN
FUTURE

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Overview

Passwords are an important aspect of computer security. A poorly chosen password may result in unauthorized access. All users with access to systems are responsible for taking the appropriate steps, as outlined below, to select and secure their passwords. The document provides some useful information regarding LUMS official passwords.

Types of Passwords

There are 4 major types of passwords that a user needs to remember:

- Outlook/Email Password
- Active Directory Password
- E-portal Password (for staff/faculty only)
- SAP Password (for selective staff/faculty)

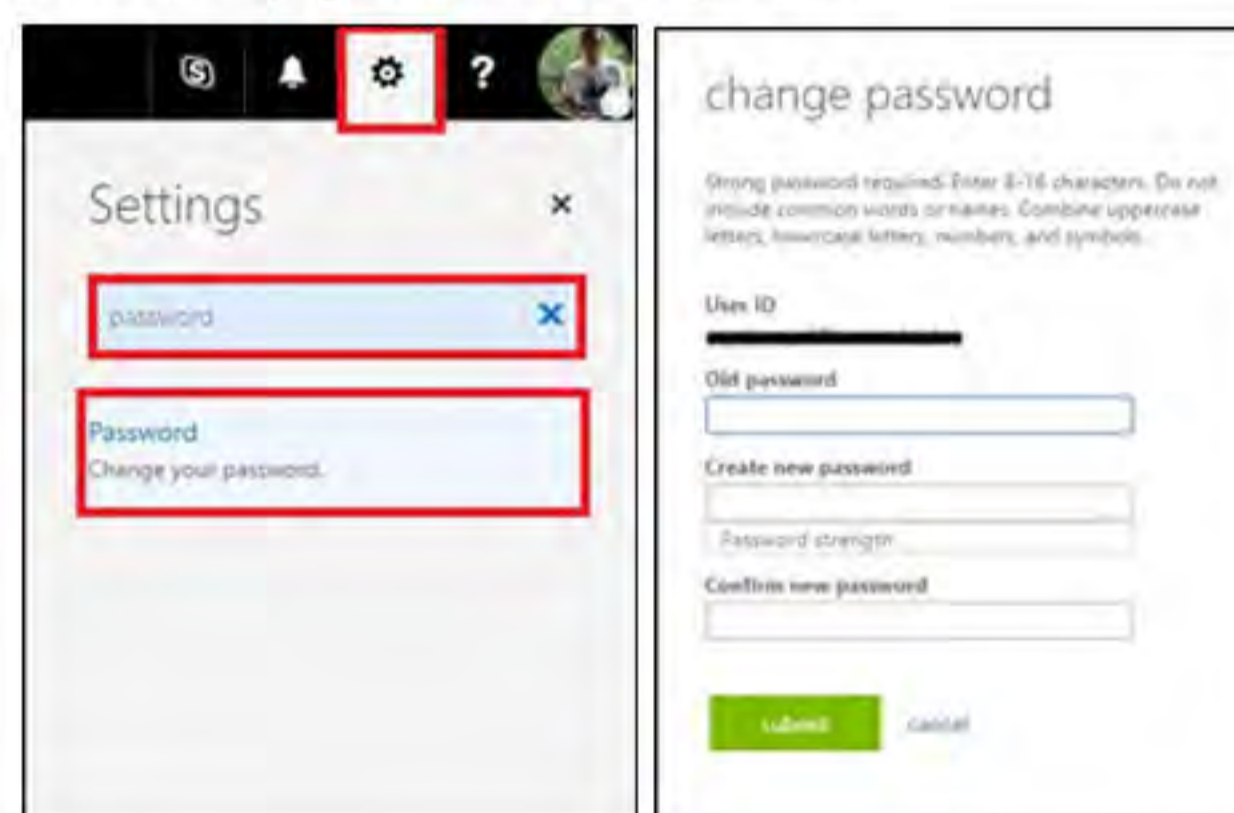


1. Outlook Password

You need this password in order to access your email on outlook.office365.com or outlook application on your system. This password should be alpha-numeric and should contain at least one upper case letter.

• Changing your Outlook Password:

To change your outlook password, you need to login to your email on outlook.office365.com. Once you have logged in, go to settings and type password in search box and you will be directed to password reset page as shown in image below.



2. Active Directory (AD) Password

This password is required to access zambeel, LMS, Systems, WiFi and LUMS portal. Please note that AD password is set to expire if the user does not change it in 90 days. If password gets expired or account gets locked due to wrong attempts, then kindly contact IST.

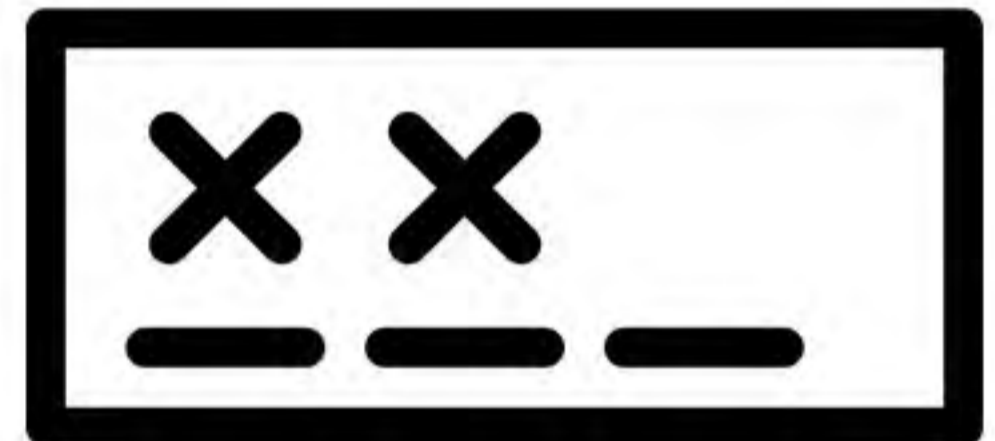


• Changing your AD Password

To change your AD password, you can log on to any system on LUMS domain and type **CTRL+ALT+DEL** and select Change your password option. Type your old password once and new password twice. Note that the system won't allow you to keep your old password as new password.

• AD Password Complexity

- » Should be alpha-numeric
- » Combination of at least 8 characters/numbers
- » Should not contain any part of your name
- » Should contain at least one upper case letter and one special character
- » Should not be your old password

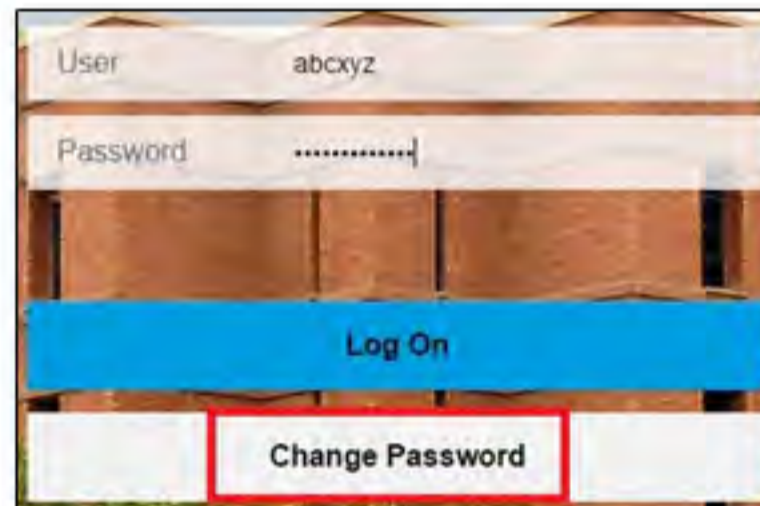


3. E-portal Password

This password is required to access eportal.lums.edu.pk by staff and faculty.

• Changing your E-portal Password

To change this password go to eportal.lums.edu.pk and type your username and current password but instead of 'Log On', select 'Change Password' option. If your account is locked due to wrong password attempts then kindly drop an email at helpdesk@lums.edu.pk

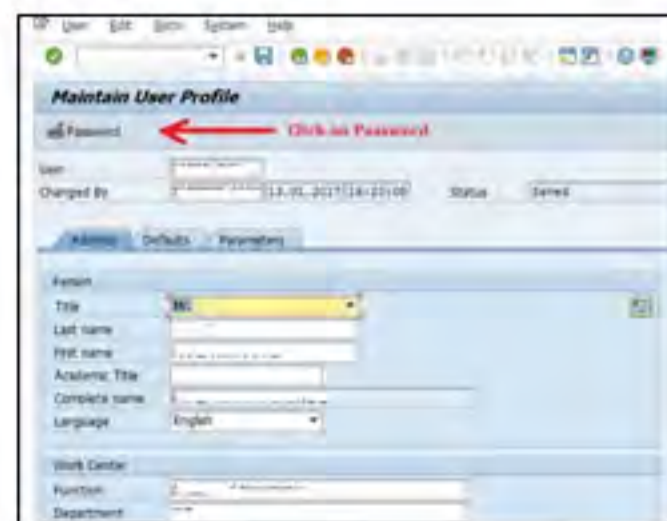
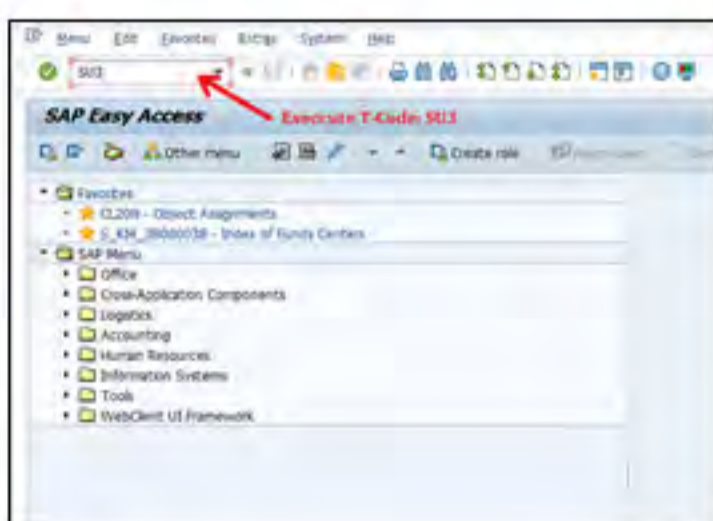


4. SAP Password

This password is used to login to SAP GUI. SAP is used by specific users only. Please note that SAP password is set to expire if the user does not change it in **90 days**. If password gets expired or account gets locked due to wrong attempts, then kindly contact IST.

• Changing your SAP Password

After login to SAP GUI, run the t-code: **SU3** and select Password on top left corner as shown in image. Enter your old password once and new password twice.





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• SAP Password Complexity

- » Should be alpha-numeric
- » Combination of at least 10 characters/numbers
- » Should contain at least 3 special characters

General Tips:

- Change your password frequently.
- Don't tell anyone your password. Your trusted friend now might not be your friend in the future. Keep your passwords safe by keeping them to yourself and never share your password with your peers.
- Never use any information about yourself that can be found in the public record. This includes birthdays, anniversaries, home addresses etc.
- Never have the same password for two different sites.
- It is not recommended to use the "remember password" option in your browser.
- Please note that you are required to keep your passwords secure. IST does not take any responsibility for its misuse.

Contact:

For any queries, please hesitate not to email at:

helpdesk@lums.edu.pk

