**Passwords**

**Password recovery:**

If you happen to forget your password, you can reset it yourself at any time by clicking on ‘Forgot my password’ on a Microsoft sign-in page. You will be taken through the process of recovering your password using your provided security information. Refer to the password requirements below for creating a new password.

**Our password requirements are as follows:**

* Password must not contain the user’s account name or more than two consecutive characters from the user’s full name.
* Password must be 12 or more characters long.
* Password must contain characters from three of the following four categories:
  + Uppercase characters A-Z (Latin alphabet)
  + Lowercase characters a-z (Latin alphabet)
  + Digits 0-9 (Arabic numerals)
  + Special characters(!,$,#,%, etc.)
* Spaces are not allowed.

If you have any questions please contact the IT Department at [techsupport@cbc.edu](mailto:techsupport@cbc.edu) OR call at 501-205-8787