

## Staff Password Complexity Requirements

Staff passwords **must be a minimum of ten characters** and **must contain** characters from **three** of the following four categories:

- Uppercase characters
- Lowercase characters
- Base 10 digits (0 through 9)
- Nonalphanumeric characters: ~!@#\$%^&\* \_+=`|\(){}[];:"'<>,.?/

Visit this website if you want to generate a complex password:

[www.strongpasswordgenerator.com](http://www.strongpasswordgenerator.com)

## How to change your password

You can change your password by doing the following once you have logged on to a computer:

- Press CTRL+ALT+DELETE, and then click Change a password.
- Type your old password, type your new password, type your new password again to confirm it, and then press ENTER.

Headteacher: Mrs A. Whittall

King Edward VI Academy Trust Birmingham a charitable company limited by guarantee. Registered No. 10654935.  
Registered Office: Foundation Office, Edgbaston Park Road, Birmingham B15 2UD. Registered in England and Wales.