



Information Technology Services

Manor Independent School District

www.manorisd.net/technology



Dear Staff:

New accounts and password resets will be set to a default password that is recognizable to the employee receiving the account information. We have created a combination that is consistent yet contains information relative the employee. The information for standard passwords is as follows:

Example: **John Smith with a birth date of July 12, 1975**

Username: **john.smith**

Password: **Jo75!2009**

Upon creation of the account (or the reset of the password), the default password will contain:

- The first two letters of the employee first name, with the first letter Capitalized : **Jo**
- The next two numbers are the last two digits of the employee's birth year: **75**
- The next character is an exclamation point: **!**
- The following four numbers will be the current year. In this case: **2009**

Password resets will now require a work order submitted by the campus principal's secretary or approved designee. Passwords will be reset and the campus secretary or designee will be notified by email.

Passwords are now required to be changed immediately after the employee first logs in with the new account or the reset password. This process will enable us to create user account in a more timely manner and will allow employees to choose their password as soon as they login. We hope this change in procedures will improve the manner in which we provide support for MISD.

Thank you,
Information Technology Services
Manor Independent School District