

## University Account Credentials

*All lab computers are joined to the SWU network and require a valid login...*

### 1) Student Email and Computer Lab Username:

- a) The default username is:
  - i) **Preferred name + legal last name @mail.swu.edu** – (e.g. [johndoe@mail.swu.edu](mailto: johndoe@mail.swu.edu))
    - (1) Students may have a number added to their username in the case of a username that is already taken.
    - (2) Hyphens and spaces in names are removed.

Student Portal (my.swu.edu) Username:

University ID number

### 2) Password:

- a) The default, case-sensitive password for email is
  - i) **Warrior + Last five digits of your social security number.**
    - (1) (e.g. John Doe XXX-X1-2345 = Warrior12345)
      - (a) Those without a SSN will have the password – Warrior1906
      - (b) The Office of Information Technology [strongly encourages all students to reset their password](#) after logging in the first time to the Student Portal.
      - (c) After reviewing the password requirements below, refer to [Resetting Password](#) to reset your password.

### 3) Password Requirements: Southern Wesleyan University's password requirements for network and email accounts are as follows:

- a) Minimum of 10 characters in length
- b) Must contain at least three of these four character categories:
  - i) Uppercase letter: **A-Z**
  - ii) Lowercase letter: **a-z**
  - iii) Numeric character: **0-9**
  - iv) Special character: **~ ! @ # \$ % ^ & \* \_ - + = ` | \ ( ) { } [ ] : ; " ' < > , . ? /**
- c) Cannot match any of the last 3 passwords used
- d) Cannot contain preferred or last name
- e) Cannot have more than 2 numbers in sequence
- f) Expires every 180 days
- g) If an incorrect password is attempted four times within ten minutes, the account will be locked out.