

## All About Account & Password

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Account and Password MBA students can successfully access to the IT resources and services after they logon with their CEIBS account. Please make sure to keep your password safe. For security purpose, the password should be changed every 3 months and it can be changed through WEBMail interface. If your password is already expired and you still remember your password, please reset it through WEBMail interface, otherwise you have to contact IT to reset it through your class coordinator. You can check the below guides for your reference.

- How to Change CEIBS Account Password
- What to Do for MBA Students after Changing CEIBS Account Password Please note the password should be comply with strong password policy, please find detail in below,
- The password is not allowed the same as the previous one.
  
- The password does not contain the account name of the user.
- The password does not contain more than 2 consecutive characters of the username.
- The password is at least eight characters long.
- The password must contain the following three categories: Latin uppercase letters (A through Z) Latin lowercase letters (a through z) Base 10 digits (0 through 9) PS. Non-alphanumeric characters such as: exclamation mark(!), dollar sign(\$), number sign(#), or percent(%) is optional to add.