

# CEIBS Account

Contributed by Administrator  
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CEIBS Information Centre provides every user with IT resources and services during their work or study at CEIBS, such as logon account, mailbox, public printing service, network sharing folder, and etc. Every user will be assigned a CEIBS Account for accessing these IT resources and services which need authentication.

## CEIBS Account Regulation

### 1.CEIBS Account's Format

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For Staff with English name: Initial letter of the last name + first name

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For Staff without English name: Initial letter of the surname (Pinyin) + first name (Pinyin)

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For MBA local students: Initial letter of the surname (Pinyin) + first name (Pinyin) + ".m" + grade code;

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For MBA international students: Initial letter of the last name + first name + ".m" + grade code.

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For Exchange students: Initial letter of the last name + first name + ".ex" + grade code.

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For EMBA local students: Initial letter of the surname (Pinyin) + first name (Pinyin) + ".e" + grade code + location + class code;

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For EMBA international students: Initial letter of the last name + first name + ".e" + grade code + location + class code;

For example:

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the CEIBS Account for Si LI of staff should be "lisi"

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the CEIBS Account for Robert Lee of MBA 2006 should be "lrobert.m06"

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the CEIBS Account for Robert Lee of exchange student 2006 should be "lrobert.ex06"

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the CEIBS Account for Robert Lee of EMBA 2006 class 2 in Beijing should be "lrobert.e06bj2"

Remark: location sh &ndash; Shanghai sz &ndash; Shenzhen bj &ndash; Beijing

### 2.Password of CEIBS Account

Strong password is required to all CEIBS users.

The password should contain both letters and digits, at least seven alphanumeric characters long.

All users' password must be changed before the password will be expired. The recommended change interval is every one month.

The new password must not be the same as the last password in history when you change the password.

### 3. Note that a Strong Password

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Should not be dictionary word

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Is 7-28 characters long

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Has digits

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Has letters in mixed case

For example, mailto:P@ssw0rd

NOTE: Do not use either of these examples as password!

4. CEIBS Password Policy for Users

User	Strong Password	Change Password	Password Expire	Staff Required	Allowed	3 Months
Staff(VIP)	Required	Allowed	Never	Faculty	Required	Allowed
Never	MBA	Student	Required	Allowed	3 Months	Exchange
Student	Required	Allowed	3 Months	EMBA	Student	Required
Allowed	Never	NOTE: Password Expire means your password will expire in three months. And you must change your password before password expired.				