



## How To: Change your password and PIN (Student)

Protect your accounts, files, and other computer resources by periodically changing your Buffalo State password and Banner PIN. Your new password/PIN should be as strong as possible - avoid using dictionary words, names of people you know, phone numbers or anything else that might easily be associated with you.

### Change your Buffalo State password

1. Visit the **Password Change Utility** at <https://chngpwd.buffalostate.edu>.
2. Enter your Buffalo State username in the **USERNAME** box.
3. Enter your current password in the **OLD PASSWORD** box.
4. Enter your new password in the **NEW PASSWORD** box.
5. Re-enter your new password in the **CONFIRM NEW PASSWORD** box.
6. Click **OK** (you should receive a message that your password was successfully changed).

**Note** Changing your Buffalo State password will affect the following campus systems - Campus Logon, E-Mail, ANGEL, Library Databases, Online Directories, and ResNet (Cisco Clean Access). Your Degree Navigator password will not be changed.

Limit your PIN to six (6) alpha numeric characters.

### Change your Banner PIN

1. Login to Self-Service Banner at <http://www.buffalostate.edu/banner/>
2. Click the **Personal Information** link.
3. Click the **Change your PIN** link.
4. Enter your current PIN in the **Enter Old PIN** box.
5. Enter your new PIN in the **Enter New PIN** box.
6. Re-enter your new PIN in the **Enter New PIN** box.
7. Click the **Change PIN** button.

### Password/PIN Best Practices

- Change your password/PIN periodically.
- Your Buffalo State password must be between 6 and 14 characters long.
- Your Banner PIN must be exactly 6 characters long.
- Use a combination of upper/lower case letters, numbers and special characters.
- Avoid using dictionary words – these are easily cracked.
- Avoid using names of people you know, or names of pets.
- Avoid using your phone number or street address.
- Avoid using your Social Security number.

### Protect Your Accounts

It is your responsibility to safeguard your accounts and passwords! Never share your passwords with anyone for any reason, and never logon to campus computers for someone else!

Prepared by: Jason P. Welborn  
Reviewed by: Kevin P. Rabener  
Last Updated: April 14, 2009  
Department: Computing and Technology Services

For more help on this subject contact: 878-HELP,  
or e-mail [chd@buffalostate.edu](mailto:chd@buffalostate.edu)  
<http://ic.buffalostate.edu>