In This Issue:

- Microsoft Teams Workshop
- Adobe Creative Cloud for Students
- Classroom Software Requests
- And more!

**IT Safety Tip:**

Perform Regular Updates on Your Mobile Devices!

Operating systems, applications, and anti-viral software all offer periodic updates containing vital security patches for your mobile devices. Keep your mobile device systems on current versions.

Need IT help? Give us a call at 314-516-6034 or visit the Technology Support Center located at 190 MSC!

We would love to assist you with all your technological needs!

---

**ITS Update: March 2023**

**Faculty & Staff: What Is All of This Talk about Microsoft Teams?**

Join ITS for a hands-on “Getting Started with Teams” Workshop!

Watch your email; full workshop details will be coming soon!

---

**Students: Adobe Creative Cloud License Available for Purchase!**

Visit [https://missouri.onthehub.com](https://missouri.onthehub.com) to purchase.
Faculty & Staff: Software Requests Deadline!

The deadline to submit requests for software for use in the Labs and Classrooms for the Academic Year 2023-2024 is May 1, 2023.

Requests can be submitted via the ISS Software Request Cherwell Portal. The new software will also require a BPM12004 Approval.

If you have previously requested specialized software in the classrooms that are longer needed, please send us an email at ic@umsl.edu.

Frequently Asked IT Question of the Month

Question: I need to change my password. What are the password requirements?

Answer:

| General Password Length: minimum 8 characters, maximum 26 characters |
|---------------|----------|-----------|
| Administrator Password Length: minimum 15 characters |
| Passwords must contain 3 of the following 4: | Lowercase Letters (a-z) | Uppercase Letters (A-Z) | Numbers (0-9) | Special Characters ? _ ~ + = $ ! |
| (note, some applications will not accept commas for special characters; therefore, we recommend selecting from one of the other examples provided) |

Passwords cannot:

- Contain any spaces.
- Be the same as the prior password.
- Be a 5-character or longer word found in the dictionary.
- Be the same as any part of your name or your user ID.
- Contain symbols other than the special characters specified above.
- Contain campus-related terms such as “triton.”