

# Getting Started with your Network Account

Your Sinclair network account provides access to the tools routinely used to conduct Sinclair business, including: Outlook and other PC applications, network, and web resources. All Sinclair staff and faculty, full and part-time, are issued network access on their start date.

## User Name

Your username is in the format of firstname.lastname (or nickname.lastname - optional). For duplicate names, a number (automatically generated) will be appended to your username. The maximum length is 20 characters, so the end result will be truncated if necessary. Usernames are not case sensitive.

## Temporary Password

Your initial password is Passxxxx, where xxxx is the last four digits of your Social Security Number (i.e., Pass1234). You will be prompted to change your password on first login and every 90 days in the future.

## Password requirements

- 8 characters or greater with no spaces or apostrophes
- Cannot contain your first or last name
- Cannot be the same as your previous 13 passwords

### Must include three out of four:

- At least one lowercase character (a-z)
- At least one uppercase character (A-Z)
- At least one number (0-9)
- At least one special character with no spaces or apostrophes

## Support

The IT Help Desk is available every day from 6 AM to Midnight 937-512-HELP (4357), [helpdesk@sinclair.edu](mailto:helpdesk@sinclair.edu), or <http://selfservice.sinclair.edu>.

Detailed information about your network account is available here: <http://it.sinclair.edu/index.cfm/services/faculty-and-staff-services/account-and-password-information/network-accounts-info/>