

# ANIXIS

*ANIXIS allows you to quickly unlock and reset your district password.*

## To Access ANIXIS:

Open the **MCS D Homepage** ([www.mcscdk12.org](http://www.mcscdk12.org))

Scroll to the bottom of the page and click **PASSWORD RESET**.



## To Enroll in ANIXIS:

Click on the Enroll button and enter the required information. You must enroll in ANIXIS before you can use it to **reset** or **unlock** your account. **If you have not enrolled in Anixis yet, you can still CHANGE your password without enrolling.**

When enrolling, you will be required to select two security questions and provide your own unique answers. The answers are case-sensitive so please make note if you are using capitals.

|   |                 |   |
|---|-----------------|---|
|    | <b>Enroll</b> ← | You must enroll into this system before you can use it to reset your password or unlock your account.                           |
|   | <b>Reset</b>    | You will need to reset your password if you have forgotten it. You must be enrolled to use this option.                         |
|  | <b>Unlock</b>   | You will need to unlock your account if you entered the wrong password too many times. You must be enrolled to use this option. |
|  | <b>Change</b>   | You can change your password if you know your current password. You do not have to be enrolled to use this option.              |

## Why Should I Enroll in ANIXIS?

Once you are enrolled in ANIXIS, you can use the menu to **reset, unlock and change your password**.

**\*NOTE:** If you enter an incorrect password 3 or more times, your account will be locked for 10 minutes. ANIXIS is a great way for you to **unlock your own account** and get back up and running in no time.

**\*NOTE:** Any user with an MCS D account can enroll in ANIXIS. This includes all staff and students.

# PASSWORD POLICIES OF MCSD

| REQUIREMENTS                  | K-5  | ALL OTHERS    |
|-------------------------------|--|---------------|
| Minimum Length                | 8 characters   | 12 characters |
| Complexity                    | <b>Must Contain Characters from at Least <u>THREE</u> of these Categories:</b><br>Lowercase letters<br>UPPERCASE LETTERS<br>Numeric Characters (0-9)<br>Special Characters (+ - _ & \$ @ ! # etc.) |               |
| Must change password every... | Year   | 6 months      |

## USING A PASSPHRASE:

Another option is passphrase. If you choose to create a *passphrase* rather than a standard password as outlined above, you will have **no complexity requirements and only need to change your password once per year.**

A pass phrase is simply a few words put together to form **20 or more characters**. Any strike of the keyboard (including a space) is considered a character.

Examples are as follows....

***i love going to school*** (22 characters)

***i dislike going to school*** (26 characters)

***i wish summer was longer*** (24 characters)

Why use passphrases? Longer passwords are inherently more secure against brute force hacking methods and passphrases are typically easier to type and remember because you do not need to be concerned with complexity requirements.