

NETWRIX allows you to quickly unlock and reset your district password.

TO ACCESS NETWRIX:

Open the MCSD Homepage (<u>www.mcsdk12.org</u>)

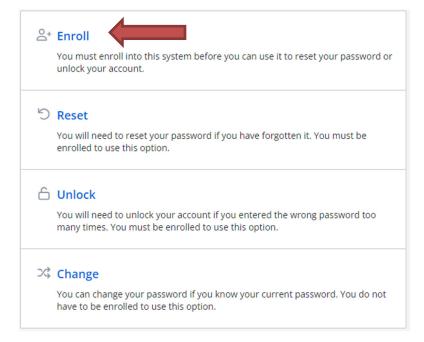
Click on the "Staff" **OR** "Students/Parents menu and select **PASSWORD RESET**.



TO ENROLL IN NETWRIX:

Click on the Enroll button and enter the required information. You must enroll in NETWRIX <u>before</u> you can use it to **reset** or **unlock** your account. **If you have not enrolled in NETWRIX 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 casesensitive so please make note if you are using capitals.



WHY SHOULD I ENROLL IN NETWRIX?

Once you are enrolled in NETWRIX, 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. NETWRIX 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 MCSD account can enroll in NETWRIX. This includes all staff and students.

PASSWORD POLICIES OF MCSD		
REQUIREMENTS	K-5	ALL OTHERS
Minimum Length	8 characters	15 characters
Complexity	Must Contain Characters from at Least THREE of these Categories: Lowercase letters UPPERCASE LETTERS Numeric Characters (0-9) 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 <u>no complexity requirements and only need to change your password once per year.</u>

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.