

NETWRIX

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

TO ACCESS NETWRIX:

Open the **MCSD Homepage** (www.mcSDK12.org)

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 before 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 case-sensitive so please make note if you are using capitals.

A screenshot of the NETWRIX login menu. It features four options: 'Enroll', 'Reset', 'Unlock', and 'Change'. Each option has an icon and a brief description. A red arrow points to the 'Enroll' option. The 'Enroll' option includes a person icon and states: 'You must enroll into this system before you can use it to reset your password or unlock your account.' The 'Reset' option includes a circular arrow icon and states: 'You will need to reset your password if you have forgotten it. You must be enrolled to use this option.' The 'Unlock' option includes a lock icon and states: 'You will need to unlock your account if you entered the wrong password too many times. You must be enrolled to use this option.' The 'Change' option includes a double arrow icon and states: '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 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 <u>THREE</u> 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 **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.