Reset Your Library Active Directory Password

Your Library A.D. account is what you use to log on to employee (non-public) computers, as well as the Library Wiki. If you forget your password, there are now two options to get it reset:

A) Via a Support Request (Available 8am-5pm M-F)

Onsite Employees can still call x5000 or submit a support ticket for assistance with password reset; we're currently able to do this 8-5 Monday through Friday. Offsite users will need to use option B below, and remember to change their computer password as well if using a Library-issued system; for more information consult the article Changing your Library AD Password while Offsite.

B) Self-Service Using the Library Password Reset Service (Available 24/7)

Note beforehand: you will need to be able to access your email in order to obtain the reset PIN. This could be a public computer at the Library, phone or other personal device.

1. Click on the following link: https://reset.library.ucsb.edu

2. Click on “Reset My Password”:

3. Enter your Library AD username (the one you use to sign into Windows) and click “Continue”:

4. This screen will pop up next:
5. Go to your UCSB gmail for the pin code:

6. Once you’ve entered the pin code and pressed “Continue”, you’ll need to choose a new password:

### Choosing Passwords

When choosing a password, there are a number of things to consider such as length, overall complexity, and eventual rotation. Not all systems you have accounts for will have the same the requirements, however, it is always recommend that you use best practices with your passwords. Here are some recommendation from the Library’s Windows Administrator:

- Use pass phrases. A good pass phrase has the advantages of being long and complex, but unlike a complex password, it can be much easier to remember. For example “I want to drink a $5 milkshake” is a good example of a pass phrase. Please note that not all systems will allow for the use of spaces in a password/pass phrase. It would take a computer approximately 1-4 years to force the password “vra$fdDwN!” while it would take the same computer many millennia to force our pass phrase above.
- Use different passwords for different accounts so that if one is compromised, the others are not.
- Avoid using your work account credentials for your personal business such as personal email, banking, etc.
- Never use your name, username, or common keyboard sequences (e.g. “12345678,” “qwerty”) as your password.
- Never share passwords or PINs with anyone, not even with IT. IT staff should not be asking for your password. If they do, do not share it with them, and notify their manager.
- Never write down or store your passwords where others can get to them. Secure programs, such as Password Wallet offered by ETS, are a good way to help you securely manage all your passwords.
- Do not send passwords in email.

7. After designing a **SECURE** password:
8. You'll receive this confirmation:

   ![Password Reset Succeeded](image)

   library.ucsb.edu

   ![Login](image)

9. You can click the "Login" button in the picture above to make sure that your new password works.