

Helpful Information (PC)

Changing Your Password

DCS recommends changing your password every 30 days in order to keep it in sync with your other accounts on campus.

Purdue University password requirements are:

- Passwords must contain at least 1 letter.
- Passwords must contain at least 1 number or punctuation mark.
- Passwords must be at least 8 characters long.
- Passwords must contain more than 4 unique characters.
- Passwords must not contain easily guessed words (e.g. Purdue, itap, boiler).
- Passwords must not contain your name or parts of your name (e.g., Bill, Julie, Bob, or Susan).
- New passwords must be different than the previous password (re-use of the same password will not be allowed for one (1) year).

Windows XP

Press CTRL + ALT + DEL simultaneously
Select CHANGE PASSWORD

Enter Old Password
Enter New Password
Confirm New Password
Press OK



Advertised Programs


1. Advertised Programs is the method used to install applications via the network. You will see an icon on your Task Bar  when you have an application or printer that needs installed. Double click the icon to install applications. You may also double click the icon on your desktop at any time to access the Advertised Programs.



Figure 1 Advertised Programs Icon on Desktop

NOTE: You will need to install or reinstall printers when you login to a workstation for the first time.

2. Click on the application you wish to install and then select "Run" from the bottom of the screen or double click the application. The installation will begin automatically. We recommend you minimize the Run Advertised Programs window while the application is installing to be certain you do not miss any pop up messages. Close the window and reopen to verify that the application was successfully installed.

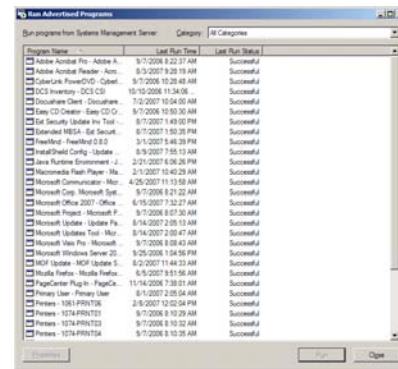


Figure 2 Select applications or printers to install

If you need additional assistance or have questions regarding your workstation or applications, please contact your Technology Coordinator.