



**KAIMOSI FRIENDS UNIVERSITY COLLEGE (KAFUCO)**  
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## DIRECTORATE OF ICT

### Password Change Form

If you've forgotten your email, ERP, Active Directory and portal password or need to change your password from the previous one or forgotten your password, you need to fill this form to request that your password be changed or updated

**Please complete the information below.**

1. **Name:** .....

3. **Department/School:** .....

4. **PF.NO/ REG.NO:** .....

5. **Phone Number:** .....

6. **Email:** .....

7. Please provide a password below. To create an acceptable password, follow these instructions:

**Choose an Acceptable Number of Characters:** A Password can be *from 8 to 12 characters long*

**Include a Variety of Characters:** Your password must contain at least one character from each of the following three character classes:

- uppercase characters (A-Z)
- lowercase characters (a-z)
- numbers (0-9)

**Don't Use Prohibited Characters:** Your password must not contain spaces, tabs, control characters, non-Roman alphabet characters (such as Chinese characters or letters from the Cyrillic alphabet), or characters with accents or other marks (such as é, ñ, or ö).

**Don't Use Prohibited Patterns:** Your password must not contain parts OR/AND of your name.

**NOTE** For optimal security, we recommend the following:

- Use this form to set a temporary password.
- Once we have set this password for you, you can change it to your desired password

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_