



KAIMOSI FRIENDS UNIVERSITY (KAFU)

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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:

- i) **Choose an Acceptable Number of Characters:** A Password can be *from 8 to 12 characters long*
- ii) **Include 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)
- iii) **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).
- iv) **Don't Use Prohibited Patterns:** Your password must not contain parts OR/AND of your name.

Signature: _____ **Date:** ____/____/____

ICT Officers' Name: **Signature:** **Date:**/...../.....