



KAIMOSI FRIENDS UNIVERSITY (KAFU)

Tel: 0777373633

E-mail: vc@kafu.ac.ke

Website: www.kafu.ac.ke

P.O Box, 385-50309

Kaimosi

Kenya

DIRECTORATE OF INFORMATION & COMMUNICATION TECHNOLOGY SERVICES

Password Change Form

If you have forgotten or need to change your password from the previous one, you need to fill this form to request that your password be changed or updated.

Choose from the following:

ERP E-mail Portal Active Directory

Please complete the information below.

1. **Name:**
2. **Department/School:**
3. **PF No. / REG No.:**
4. **Phone Number:**
5. **E-mail:**
6. Please provide a password as 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 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)
 - 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, ü or ç)
 - iv. **Don't use prohibited patterns:** Your password must not contain parts OR/AND of your name, date, month or year of your birth or a commonly known nickname.

Signature: _____ Date: ___ / ___ / _____

ICT Officer's Name: _____ Signature: _____ Date: ___ / ___ / _____