

SDCS FTP Password Maintenance

General Guidelines

Always choose passwords that include a minimum of eight characters and a mix of character types, including upper- and lower-case letters, numbers and punctuation/special characters. Passwords with these characteristics deter a variety of common network attacks used to gain unauthorized system access.

- Don't use a network login or user ID in any form (e.g., reversed, capitalized, doubled, etc.)
- Don't use your name in any form (e.g., first, last, middle names, initials or nicknames)
- Don't use words contained in English or foreign dictionaries, spelling lists, or other word lists.
- Don't use personal information such as any ID or phone number, or the name of a spouse, child, pet, street, workplace, etc.
- Don't use all numbers or all lowercase or all uppercase letters, etc. Avoid capitalizing the first letter only.
- Don't write down or otherwise record your password where others may see or access it.
- Don't share your password with anyone.

Consider setting a monthly recurring appointment to remind yourself to change your FTP password on a regular basis.

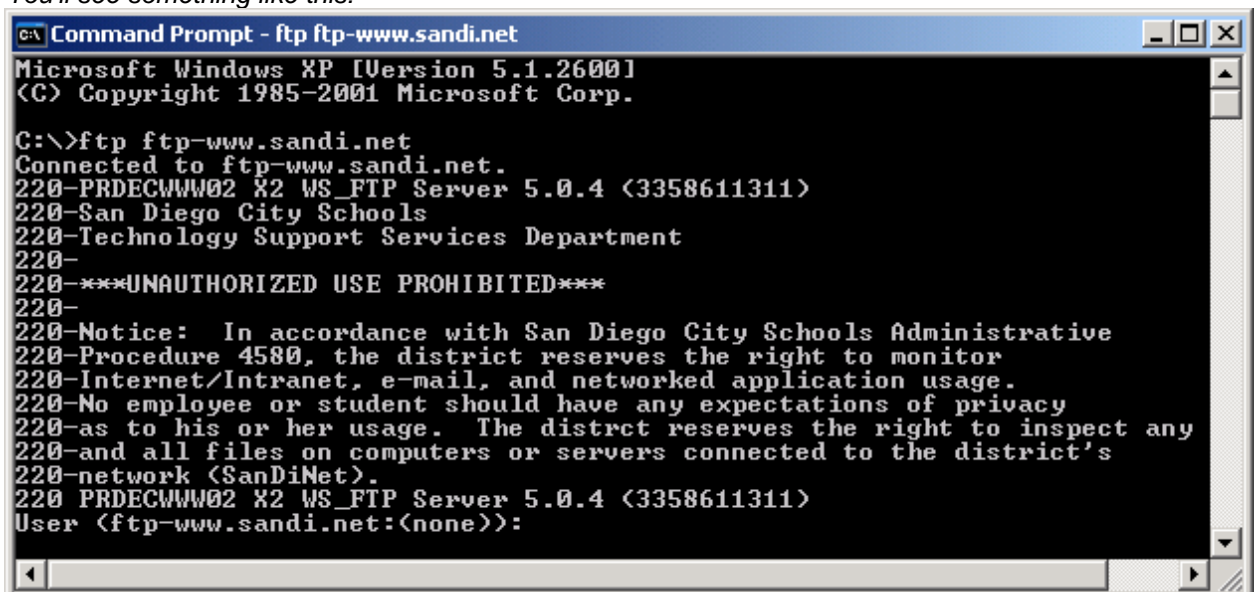
Tips for creating strong passwords (i.e., passwords that incorporate the characteristics outlined above) that you can actually remember are available on the following pages:

- http://www.tss.oregonstate.edu/cn/soft_tips/docs/pw/index.php?page=passexample#Phrases
- <http://www.microsoft.com/athome/security/privacy/password.msp>

How to Change your FTP Password

1. Open a Command Prompt:
In Windows, select: Start > Programs > Accessories > Command Prompt
On Mac (OSX 10), select: Utilities folder > Terminal
2. At the prompt, type: **ftp ftp-www.sandi.net** and then press the Enter key.

You'll see something like this:



```
C:\> Command Prompt - ftp ftp-www.sandi.net
Microsoft Windows XP [Version 5.1.2600]
(C) Copyright 1985-2001 Microsoft Corp.

C:\>ftp ftp-www.sandi.net
Connected to ftp-www.sandi.net.
220-PRDECVVW02 X2 WS_FTP Server 5.0.4 (3358611311)
220-San Diego City Schools
220-Technology Support Services Department
220-
220-***UNAUTHORIZED USE PROHIBITED***
220-
220-Notice: In accordance with San Diego City Schools Administrative
220-Procedure 4580, the district reserves the right to monitor
220-Internet/Intranet, e-mail, and networked application usage.
220-No employee or student should have any expectations of privacy
220-as to his or her usage. The district reserves the right to inspect any
220-and all files on computers or servers connected to the district's
220-network (SanDiNet).
220 PRDECVVW02 X2 WS_FTP Server 5.0.4 (3358611311)
User <ftp-www.sandi.net:<none>>:
```

3. After the last line,
User (ftp-www.sandi.net:(none)): **Type your user name** and then press the Enter key.

4. *You'll see:*
331 Password required
Password: **Type your old password** and then press the Enter key.

Important: Although the *cursor will not move* as you type your old password, your keystrokes will be recorded.

5. *You'll see:*
230 user logged in
ftp>

Type "quote" (without the quotation marks)

Like this: ftp> quote

6. *You'll see:*
Command line to send

Type "site cpwd" (without the quotation marks) + a new password and then press the Enter key.

Like this: Command line to send **site cpwd NewPasswordHere**

7. *If the password change is successful, you'll see:*
200 CPWD successful
ftp>

8. To quit the session, **type "quit" (without the quotation marks).**

Like this: ftp> quit

9. To exit and close the Command Prompt window, **type "exit" (without the quotation marks).**

Like this: ftp> exit

Update your password in your chosen FTP client or HTML editor and connect as usual.