Passwords

Your University of Scranton password or pin is your single sign-on password for all university-related logins. It allows you access to my.scranton.edu, where all your information is stored, both personal and work-related. It is also your email password. For students, it allows access to grades, financial aid information, classes, assignments and much more.

It should be guarded closely

1. Never use your university password for any other login, especially social media
2. Never give your password to anyone else
3. Never give out your password in an email
4. Never store your passwords openly on your computer
5. Change your passwords often

Create Strong Passwords

1. Passwords should be between 9 and 15 characters long
2. Passwords should contain at least one lowercase letter
3. Passwords should contain at least one uppercase letter
4. Passwords should contain at least one number
5. Passwords should contain at least one special character (* & # % + ?)

Passwords should NOT contain:

1. More than two consecutive identical characters
2. The user’s username or RoyalID
3. The reverse of the username or RoyalID
4. The user’s email address
5. Dictionary words, including proper names
6. Widely available or obvious personal information
7. Common keyboard sequences, such as QWERTY or ASDFJKL

Note: The University will NEVER ask you to divulge your password and certainly never in an email message.