

June 12, 2014

Dear Trustees:

Since 2007, Tufts University has required most university systems users to reset their Tufts password every 180 days. In the past, Tufts IT professionals had the ability to exempt some users, including Trustees, trustee committee members, and Advisors, from this policy. As a result, these users have been exempt from having to change their Tufts passwords on a regular basis. Although previously acceptable as a practice, Tufts' auditors have identified the existence of passwords that do not expire as a security risk for the university. As you learned at the February meeting of the Board of Trustees, passwords will now expire every 180 days to comply with the university's security policies and procedures.

Passwords will no longer be managed by the Trustees Office.

**What You Need to Know**

Effective June 30, 2014, all trustees, committee members, and advisors will be responsible for maintaining and changing their own password every 180 days using Tufts Tools, Tufts' online account management tool: <http://tuftstools.tufts.edu/>.

Approximately 2 weeks before your password expires, you will receive an email from [it@tufts.edu](mailto:it@tufts.edu) reminding you that your password will expire and the steps to change your password.

In order to change your password, you will need to have your UTLN (e.g. jsmith01), your current password and your new password. The UTLN and current password are the ones you use to access the Boardroom as well as other Tufts on-line resources.

The Help Desk will be available to assist with changing passwords or unlocking accounts (617-627-3376 or [it@tufts.edu](mailto:it@tufts.edu)). The Help Desk is committed to expediting service to Trustees.

If you need additional assistance, the Trustees Office will submit requests to the Help Desk on your behalf as needed.

Trustees and committee members who are also Advisors may use the same password to access both the Trustee Boardroom and the Boards of Advisors private site.

Passwords can be changed at any time and for any reason using Tufts Tools: <http://tuftstools.tufts.edu/>. The 180 day clock will start each time you change your password. To learn more about Tufts' password policy, please visit <https://it.tufts.edu/password>.

We appreciate your understanding of this change.

If you have any questions, we encourage you to contact any of the following resources:

Tufts University IT Help Desk:	617-627-3376 <a href="mailto:it@tufts.edu">it@tufts.edu</a>
The Trustees Office: Angela Bombino	617-627-3320 <a href="mailto:angela.bombino@tufts.edu">angela.bombino@tufts.edu</a>
Or	
Tufts Technology Services: Jeremy Alston-Follansbee Judi Vellucci	<a href="mailto:Jeremy.Alston_Follansbee@tufts.edu">Jeremy.Alston_Follansbee@tufts.edu</a> <a href="mailto:Judi.vellucci@tufts.edu">Judi.vellucci@tufts.edu</a>

Thank you,

Angela

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Web Services Coordinator  
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Trustees Office  
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