

# PASSWORD SETUP INSTRUCTIONS

## Initial Password Setup

1. **Go to the [MyDrury](#) website:**
  - Click on the **Recover Account** link
  - Enter your Drury email address and the CAPTCHA code.
2. **Select “I forgot my password”:**
  - Click “Next”.
3. **Choose a Verification Method:**
  - Select a method from the list (e.g., text, email, or phone call).
  - Follow the instructions to receive a verification code.
4. **Enter the Verification Code:**
  - Click “Next”.
5. **Create a New Password:**
  - Ensure it meets the [complexity requirements](#).
  - Click “Finish”.
6. **Success:**
  - You have successfully set your initial password.
  - You can now use it to access your Drury email, MyDrury, Canvas, and other services that use your Drury username and password.

### **Password Complexity Requirements:**

- Passwords must **not contain** the user’s account name or parts of the user’s full name that exceed two consecutive characters.
- Passwords must be **at least 14 characters** in length.

- Passwords must contain characters from **three** of the following four categories:
  - **English uppercase characters** (A through Z)
  - **English lowercase characters** (a through z)
  - **Base 10 digits** (0 through 9)
  - **Non-alphabetic characters** (e.g., !, \$, #, %)

**Password History:**

- The system will remember the last **6 passwords** used. Users cannot reuse any of these passwords.

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