

Passwords: protect your data

September 11, 2023

We talked about [Password management: best practices](#) a few weeks ago, but this week we are diving deeper into passwords and how to keep your data secure.

Here are some generally accepted password rules:



- It is not safe to use the same password on more than one site. If your password is hacked for one site, then it could be used to get into multiple sites. Reusing passwords is not secure.
- Create a password that is hard to guess, and doesn't contain personal information like your birthdate or phone number. A strong password should be easy for you to remember, but hard for anyone to guess or associate with you. Avoid using simple phrases, words, or patterns that are easy to guess.
- Remember that the longer a password is, the harder it is to hack.

When adding a patron, in the **Patron > Access** tab, if another password isn't set, it will default to the patron's last name. Patrons with special characters or accents in their last name will be prompted to create a new password when logging in, as diacritical letters are not supported in the password field. For security reasons, passwords are never shown anywhere in Alexandria.

A screenshot of the 'Access' tab in a web application. The interface has a top navigation bar with tabs: 'Personal', 'Contact', 'Access' (selected), 'Notes', 'Statistics', and 'Programs'. Below the navigation bar, there are two main sections: 'Login' and 'Permissions'. The 'Login' section has fields for 'Username' (containing 'jmatthews'), 'Password', and 'Confirm Password'. The 'Permissions' section has a 'Security' dropdown menu set to 'Patron (5)' and a 'Librarian Site Access' section with four checkboxes: 'ALX - Alexandria Academy', 'COMP - COMPanion District Demo', 'EVE - Evelyn Elementary', and 'MIA - Mia Middle School'. At the bottom of the 'Librarian Site Access' section are 'Select All' and 'Clear' buttons.

When set, patron passwords must meet the following requirements according to the Password Strength setting of their Security group:

- **Weak:** At least 6 characters.
- **Regular:** At least 8 characters, including at least one letter (a-z) and one number (0-9).
- **Strong:** At least 10 characters, including at least one letter (a-z), one number (0-9), and one symbol (!@#%&^*-=+.,).

Passwords are not case sensitive.

To modify a username or password from Patrons Management:

1. Unlock  the record.
2. On the **Access** tab, update the **Username**, **Password**, and **Confirm Password** fields.
3. Click **Save**.

To modify multiple usernames and/or passwords at once using the [Reset Patron Accounts utility](#):

1. Go to **Utilities > Patrons > General > Reset Patron Accounts**.
2. On the **Selections** tab, select which patrons need to have their usernames and/or passwords updated.
3. On the **Options** tab, choose to which format you want to change patron usernames and/or passwords.

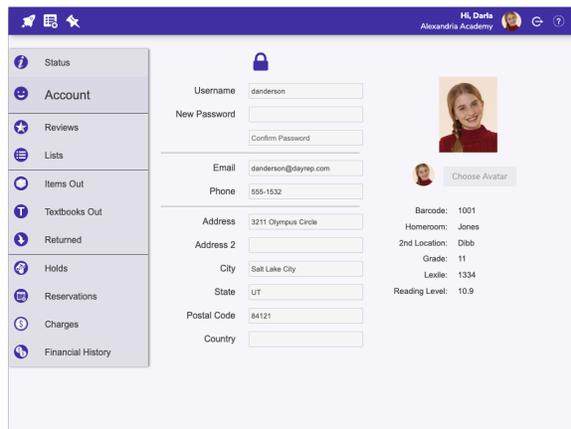
See [Reset Patron Accounts utility](#) for more information on each option.

4. Click **Run**.
5. Check the **Summary File**  to make sure no patrons were skipped.

If they are allowed, a patron may modify their username and password from Patron Status in Researcher. By changing both, patrons have more control over the security of their information.

To change your username and password as a patron:

1. From Search, click **Log In**.
2. Enter your username and password and click **Log In**.
3. Go to **Patron Status**.
4. Go to the **Account** tab.
5. Unlock your account information by clicking the padlock icon  and entering your password.
6. Modify the **Username** and/or **New Password** fields.
7. When you're done, click **Save**.



Review our [Password Management Best Practices](#) page for more information, and as always, feel free to reach out to our stellar support team at (800) 347-4942 · support@companioncorp.com.



Looking for a Single-Sign-On solution? Alexandria now offers Google SSO! Google SSO is perfect for schools and districts already using Google. [Contact our Sales Team](#) if you're interested in adding it to your library!