



My TFS Hub User's Manual

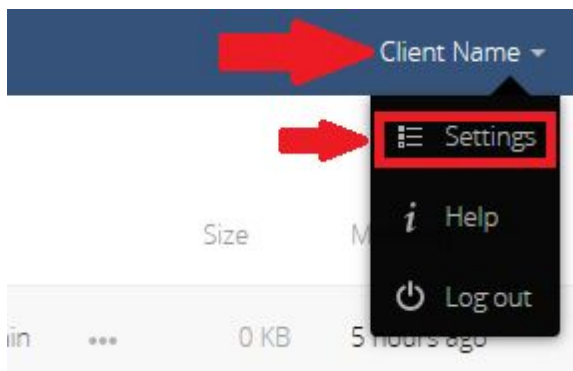
Section 2: How to Change Your Password

The security of your data is very important to TFS. Files we share with you on TFS Hub are safely stored on our servers in Wellington. Access is restricted using a username and password. Your TFS Hub account was initially setup with a strong, unique password. These passwords are designed to be extremely hard to guess or crack. It is possible for you to change your TFS Hub password. We do have a few rules and suggestions.

Passwords on TFS Hub must be at least 8 characters long and have at least one uppercase letter and at least one lowercase letter. We recommend that you also include at least one digit.

We recommend that you use a unique password for TFS Hub. It is best to avoid using the same password for multiple systems. (See hint at end of this article for help in creating a strong password that is easy to remember).

On the upper right side of the screen. Click on your name to reveal a menu:



On the menu, click on Settings.

This opens your settings tab. Look part way down to the page to find the “Password” section: (next page)



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Settings TFS Hub

Personal

You are using 0 B of Unlimited

General

Storage

Security

Custom Groups

Additional

Profile picture

Full name

Client Name

Email

steve.gallaher@gmail.com

Change email

For password recovery and notifications:

Groups


You are member of the following groups:

CLIENTS

Password


Passwords must:

- be at least 8 characters long
- contain at least one uppercase letter and at least one lowercase letter

Current password New password  Change password

Language

Simply enter your current password and then enter the new password you want to change it to.

You can click  on the to view the password you've typed, to ensure it is exactly as you intended. Then, click on "Change Password".



Make a strong password that is easy to remember.

We know -- remembering passwords is a pain, but this is serious stuff and having a good, strong password is really essential. A password that is strong and hard to break doesn't have to be hard to remember. Your daily life gives you great password material, you just have to know where to look for it.

For example, you could use the phone number of your child's school and the street it is located on to combine to make a long, hard to guess password, like: 232Redwood7704. No need to write it down, as you can easily find the information in the unlikely event you forget it. Think of some and test how strong it is -- <http://www.passwordmeter.com/>