OCIS Password Policy & Information

The UNC-CH ONYEN has a 90 day password change policy for access to the school’s network and resources, as do the School of Dentistry’s applications such as the EPR and Personnel database systems. It is acceptable to make all of your passwords the same but not required. When you reach the deadline date, you will be required to change your password on your next login to that application.

Password Rules:

- It must be different than your last five passwords.
- It must be at least eight characters long.
- It must contain at least one number.
- It must have at least one letter.
- It must contain at least one of these special characters: ! @ # $ % & * + = { } ? < > '
- It must NOT contain special characters other than those listed above.
- It must NOT contain your logon ID, your name or six consecutive letters of your name.

Password Overview

ONYEN Password

- In combination with your ONYEN account name, your ONYEN password grants you access to the UNC-CH School of Dentistry computer network and various campus systems. Visit the ONYEN website for more information.
- ONYEN passwords must be changed every 90 days. Old passwords cannot be reused.
- ONYEN passwords must be at least eight characters long, and contain at least one numeral and one special character.

EPR Password

- In combination with your EPR numeric login, your EPR password grants access to the UNC School of Dentistry's Electronic Patient Record system (EPR).
- EPR passwords must be changed every 90 days. Old passwords cannot be reused.
- EPR passwords must be at least eight characters long, and contain at least one numeral and one special character.

How to Change Passwords

ONYEN Password
Go to the ONYEN website and select "Change or Reset Password" from the menu. Follow the on-screen instructions to change your password.
**EPR Password**
Start up and login to the EPR or Student Evaluation System as usual. Click on the "Help" drop down menu. Click on "Change Password" and follow the instructions.

**Password Tips**

- Use the **same password** for EPR and ONYEN so you only have to remember one password.
- Change both passwords at the same time to keep them consistent.
- **Keep your password secure.** Never post your password on your monitor, underneath your keyboard or in any unlocked location where an unauthorized person can easily obtain it. Don't give your password to anyone but OCIS staff working on your computer. Never reveal your password over the telephone unless you can verify that person's identity.