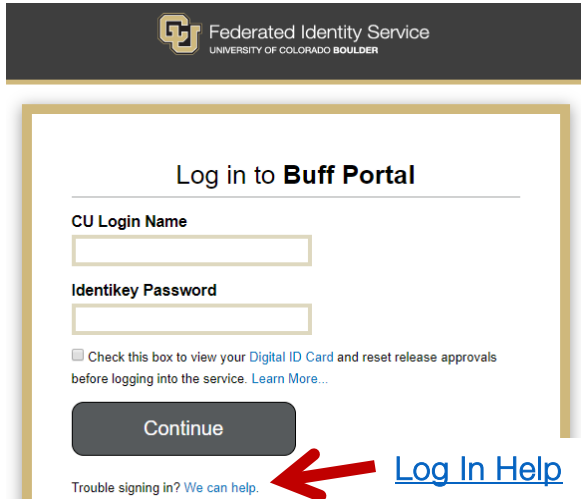


Setting/Editing Your Security Passphrase

Access the Office of the Registrar's website for additional information about [Security Passphrases](#).

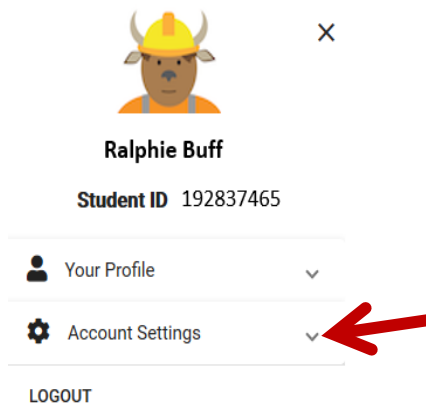
1. Log into [Buff Portal](#) with your [IdentiKey](#) and IdentiKey password



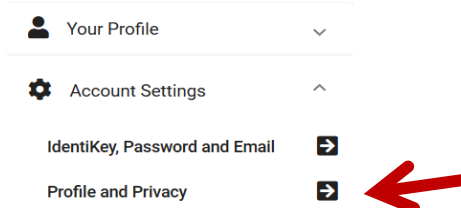
2. Click on the **My Profile and Account Settings** icon on the far right side of the screen



3. Click on the **Account Settings** dropdown menu arrow



4. Click on **Profile & Privacy**



5. Click on **Security Passphrase**

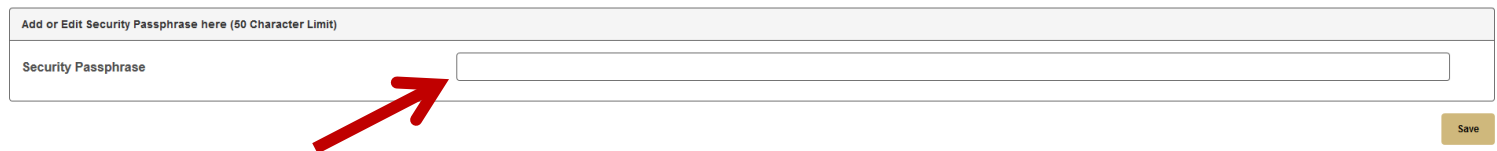


A vertical navigation menu with the following items: Contact Information (with a dropdown arrow), CU Guest Access, FERPA Release, Security Passphrase (highlighted with a red arrow), and Addresses.

6. Enter or Edit Security Passphrase

You are required to set a security passphrase in order for the University to assist you over the phone or in-person without a photo ID. Your passphrase can be up to 50 alphabetical characters. Numbers, symbols, and special characters are not accepted.

Do not use your IdentiKey password, and do not share your security passphrase with anyone. If your passphrase contains lewd, intimidating, abusive, or threatening language, you may be refused service and referred to the Office of Student Conduct.



The form has a header: "Add or Edit Security Passphrase here (50 Character Limit)". Below it is a label "Security Passphrase" and an empty text input field. A red arrow points to the input field. A "Save" button is located at the bottom right of the form.

7. Click on **Save**

You are required to set a security passphrase in order for the University to assist you over the phone or in-person without a photo ID. Your passphrase can be up to 50 alphabetical characters. Numbers, symbols, and special characters are not accepted.

Do not use your IdentiKey password, and do not share your security passphrase with anyone. If your passphrase contains lewd, intimidating, abusive, or threatening language, you may be refused service and referred to the Office of Student Conduct.



The form has a header: "Add or Edit Security Passphrase here (50 Character Limit)". Below it is a label "Security Passphrase" and a text input field containing the text "ILoveISSS". A red arrow points to the "Save" button at the bottom right of the form.