

How do you know that a message about your password originates from ULCN?

ULCN sends mail messages in a timely manner if your password is going to expire. In these email messages you will be asked to adjust your password in a timely manner in uPrefs . At the end of this document is an example of a password email. In that email is a link to uPrefs. The only correct URL is: <https://u-tools.meta.leidenuniv.nl/uprefs>.

ULCN and the Leiden University will never ask for your account information!
Never give your account details orally or by email!

Unfortunately, internet criminals try to use internet email messages to access your account information. These are so-called phishing emails. These messages appear in terms of layout to originate from ULCN or the University of Leiden, but that is not the case. In order for the email message to appear realistic, the internet criminals sometimes use the seal (logo) or a sender address that appears to be from the university. In such an email you'll be requested to email back your account information or you could be asked to click on a link or a button, after which you will be asked to log in on a screen that is similar to the login screen of uPrefs.

Never answer such mail messages, but delete them immediately from your mailbox!

If you receive a email message and have doubts about a particular link, then do not use that link. If you want to change your password, please log yourself in via <https://u-tools.meta.leidenuniv.nl/uprefs>.

Tip: create a shortcut to the website uPrefs and put this in your favorites or place it on your desktop, that way you access uPrefs in a secure manner and you always outsmart internet criminals.

In the unlikely event that you have given out your account details, change your password as quickly as possible via uPrefs or contact the ISSC Helpdesk or a local helpdesk.



Uw ULCN wachtwoord gaat verlopen



Geachte <naam> ,

Het wachtwoord van uw ULCN-account verloopt op dinsdag 26 april 2011 om 13:20 uur (lokale Nederlandse tijd).

Om de veiligheid van uw account te waarborgen, verzoeken wij u om het wachtwoord zo spoedig mogelijk aan te passen.

Het betreft uw ULCN-account: <accountnaam>

Ga naar de applicatie uPrefs (<https://u-tools.meta.leidenuniv.nl/uprefs>) om uw wachtwoord te wijzigen. In uPrefs staat aangegeven aan welke regels het nieuwe wachtwoord moet voldoen. Na aanpassing is het nieuwe wachtwoord voor een periode van 182 dagen geldig.

Zolang u uw wachtwoord niet wijzigt, informeren wij u hierover regelmatig.

Indien u de bovengenoemde datum laat verstrijken zonder uw wachtwoord te wijzigen, wordt de toegang tot ULCN en onderliggende diensten geblokkeerd.

Volg de **procedure** op de ULCN webpagina als u uw wachtwoord niet meer weet. U ontvangt een nieuw wachtwoord per post uitsluitend op het geregistreerde adres, per sms indien u zich hiervoor in uPrefs heeft aangemeld of persoonlijk aan een balie. Dus niet naar een ander postadres, per mail of telefonisch. Advies: registreer uw mobiele nummer in uPrefs.

Met vriendelijke groet,

Functioneel Beheer Bedrijfsvoering

► [Spelregels ULCN](#)

Voor algemene informatie en vragen over ULCN kunt u bellen of e-mailen naar de Helpdesk ISSC (telefoon: 071-527 88 88, e-mail: helpdesk@issc.leidenuniv.nl).

Your ULCN password will expire



Dear <name> ,

The password for your ULCN account will expire on Tuesday, April 26, 2011 at 13:20 hours (Dutch local time).

To ensure the security of your account, would you please alter your password as soon as possible.

This relates to your ULCN-account: <account name>

Go to the uPrefs application (<https://u-tools.meta.leidenuniv.nl/uprefs>) in order to change your password. In uPrefs you can find the conditions which new passwords must meet. Once you have modified your password, this will be valid for 182 days.

We will continue to send you reminders until you have modified your password.

If you have not changed your password by the date mentioned above, your access to ULCN and the associated services will be blocked.

Follow the **procedure** on the ULCN web page if you lost your password. A new password will only be provided by letter which will be sent to your registered address, by sms if you have registered a mobile number in uPrefs or personally at a local helpdesk. Not by email or by telephone. Advise: register your mobile number in uPrefs.

Yours sincerely,

Functioneel Beheer Bedrijfsvoering

► [Conditions for use](#)

For general information and questions about ULCN, please telephone or e-mail the Helpdesk ISSC (tel: 071-527 88 88, e-mail: helpdesk@issc.leidenuniv.nl).

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