Password Policy

Password Rules

- **DO NOT** write down passwords.

- **DO NOT** share your passwords with anyone. IT will not need your password to resolve your issues.

- Users will be prompted to change their passwords every six (6) months.

- **DO NOT** reuse old passwords.

Password Complexity Rules

- Passwords must have at least eight characters.

- Passwords **CANNOT** contain the user name or parts of the user's full name, such as his first name.

- Passwords **MUST** use all four of the available character types: lowercase letters, uppercase letters, numbers, and symbols.

- **NO** repeated characters e.g. "aaa" or "111" are disallowed sequences.