

# Password Policy Document.

## Server Passwords

### Root Password (SSH)

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- **Strength** - Password is 16 to 32 digits long alpha-numeric with a combination of capitalisation and special characters.
- **Change frequency** - once a year. No repetition of the password.
- **Access** - Siddharth Deshmukh & Server Admin at DC.

### WHM Password

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- **Strength** - Password is 16 to 32 digits long alpha-numeric with a combination of capitalisation and special characters.
- **Change frequency** - once a quarter. No repetition of the password.
- **Access** - Kailash Kumawat, Siddharth Deshmukh & Server Admin at DC.

### CPanel Password (Live Application)

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<http://pms.resoftech.com>

- **Strength** - Password is 16 to 32 digits long alpha-numeric with a combination of capitalisation and special characters.
- **Change frequency** - Every Month. No repetition of the password.
- **Access** - Manas

### FTP Users & Password

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- **Strength** - Password is 16 to 32 digits long alpha-numeric with a combination of capitalisation and special characters.
- **Change frequency** - Every Month or Immediately Change on use. No repetition of the password.
- **Access** -
  - Manas - Complete access (But on demand)
  - Sandeep - For select folders only (NOT RECOMMENDED, must use Bitbucket Free version)
  - Sheikh - Restricted access to image folder (NOT RECOMMENDED)

### Other IMPORTANT FACT

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It comes to my observation that testres.resoftech.com domain is used as staging server instead of the real staging server provided by Shimbi (This is only used for developers). This step is taken without informing me and informed to Kailash after implementing. I strongly disagree and MUST STOP ASAP, its threat to security.

## Application Passwords

### Superadmin

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- **Strength** - Password is 16 to 32 digits long alpha-numeric with a combination of capitalisation and special characters.
- **Change frequency** - Every Month or Immediately Change on use
- **Access** - Kailash Kumawat (On demand to Manas)

### Other Users

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- **Strength** - Password is 8 to 32 digits long alpha-numeric with a combination of capitalisation and special characters.
- **Change frequency** - Every Month
- **Access** - To everyone who needs access to the system. Controlled by user rights.

## Password and Access Logs

The application keeps the password and access logs.  
(I need to recheck if this feature is correctly implemented.)

## Ideal Password Implementation Policy

1. Every user must follow the password policies enforced.
2. The password should not use personal details such as names, date of birth or any such information which is easy to guess.
3. Users should not share their passwords with anyone.
4. On-demand passwords should never be share through skype or any other chat applications.
5. The on-demand password should be shared through email only and without any additional information, which may supply a hint of use.
6. No repetition of the password.
7. Avoid using the logical sequencing of the password such as January@2019, February@2019.
8. Never save the password on the machine or email.
9. Never keep the password with the browser save facility on public terminals or devices used by multiple users.
10. Every login has a log. In the case of the misused password, you may face an enquiry.