**PASSWORD POLICY**



**Creating Your Password:**

* Use special characters
* Use numbers
* Use punctuation marks
* Use at least one upper case and one lower case letter
* Don’t use any personal information
* Should be at least 8-10 characters long
* Avoid using basic passwords and phrases (ex. Password101, work123)
* A password should only have meaning to the employee who created it

**Protecting Your Password:**

* Change default passwords ASAP
* If there is any question regarding security or an unknown source accessing the account, change the password immediately
* Never share your password with anyone else whether it be a co-worker or outside party
* Use a password manager (with the permission of IT)
* Attend training and be aware of phishing scams
* Never open any suspicious file/link and do not input your user credentials
* Do not write down your password