PASSWORD GUIDELINES
Reference: IT-2025-007 | Date: January 5, 2025

OVERVIEW

This document provides basic guidelines for password usage at TNO. For complete
password requirements, refer to the comprehensive Information Security Policy.

BASIC REQUIREMENTS

Users should follow these minimum password guidelines:

1. Passwords should be of sufficient length and complexity
2. Common words should be avoided
3. Change passwords periodically
4. Do not reuse passwords across multiple systems

ADDITIONAL INFORMATION

For questions about these guidelines, contact the IT Service Desk at extension
1234.

Note: This is an abbreviated guide only. All employees remain responsible for
following the complete password policy as outlined in the Information Security
Policy document.