Username and Password Guidelines

The creation of usernames and passwords for the company have limitations and structured in a certain criteria to abide by.

The requirements that are required to create a username are:

* Must contain 1 capital
* It must use the first 3 letters of the users first name
* It use the user’s last name which states with a capital

When creating a password it will have a requirement to meet when it’s being created and even when/if the user has to make their own they will have to follow the same criteria.

* Minimum length is 8 characters
* Must have 1 capital character
* Must contain 1 special character which is shown (!, @, #, $, %, &, \*)
* Must contain 1 numerical character

When it comes to the creation of a super user then the username is similar the creation of the stand user.

* It starts with the abbreviation Sup
* It contains the role they are the super user for

The password creation for the super user is the same criteria as a standard user.

Group Creation

When creating groups it must follow the criteria which is stated bellow.

* No subgroups allowed
* Users can only be a part of one group
* SuperUsers have access to all groups etc
* Only SuperUsers can create groups/alter/remove them