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|  |  |  |  | **7** |
| Overview Passwords are one of our standards to ensure security of our accounts. Poorly made or unsecured passwords can compromise our company possibly resulting in fines. |  | Purpose To learn how to make strong passwords that are well protected and secured. |  | Password Policy  TEAM 7 |
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|  |  |  |  | New passwords  New Accounts  **Upon your firs time logging in with your account you will be prompted to change the temporary password**  Password Changes  **Users are required to change passwords every 90 days.** |
| password requirements  * **2 Special Characters** * **1 Upper Case** * **1 Lower Case** * **10 Character Minimum** * **Cannot be the 5 previous passwords** | lockouts  **Failing to log in 5 times will result in the accounting being locked out. Contact I.T. to unlock your account.**  **No hints will be provided** |
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|  |  |  |  | making strong passwords  Mix in symbols and specials  **Instead of using ‘password’ mix in special characters to turn into ‘p@$$w0r|>’**  Use phrases  **Phrases help make a password more memorable and stronger**  **‘KtP$&ez:)’ – K**eep **t**he **P**assword **S**trong **and e**asy:) |
| Creating passwords Dos:   * **Create complex passwords that are hard to guess** * **Create unique passwords for each account** * **Make each password**   Don’t:   * **Do not use easy to guess passwords (e.g. qwerty, 123456)** * **Do not share passwords** * **Do not use the same password for all accounts** | Storing passwords  **Passwords should always be memorable to yourself only. Never write the password down on a sticky note or saved onto the computer in a unencrypted document.** |
|  | Logotype placeholder. |  |  |