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## URGENT

**To:** Eastern School District – All Schools  
**From:** Eric Snow – Assistant Director of Education – Finance and Administration  
**Date:** April 7, 2008  
**Subject:** WINSchool Passwords and Administration

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Be advised that **effective immediately** the following policy *must* be followed in all Eastern School District Schools:

- **All** passwords used with the WINSchool Application must meet strong password requirements that follow the below format:

WINSchool passwords must meet the following minimum requirements:

- Not contain the user's account name or parts of the user's full name that exceed two consecutive characters
- Be *seven* characters in length
- Contain characters from *three* of the following *four* categories:
  - English uppercase characters (A through Z)
  - English lowercase characters (a through z)
  - Base 10 digits (0 through 9)
  - Non-alphabetic characters (for example, !, \$, #, %)

**Default passwords, such as 00, are strictly prohibited.**

- The WINSchool Application **must have no more than two designated administrators** – a primary administrator and a backup administrator. These two administrators are solely responsible for WINSchool administration such as authentication access and authorization of users. **Account passwords, for these administrators, are not to be shared among staff.**

If you require assistance with implementation of this directive, please contact one of your Regional Technicians or Craig Butt – Information Technology Manager.

Further policy directives are being formulated and will be forwarded as soon as possible.

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