



This document can be used as a guide when selecting a new password. By following these recommendations, you will assist us in providing a secure environment for all users and their resources. Security is everyone's responsibility. If you follow these guidelines, you will help to minimize any risk or exposure that may be a result from easy-to-guess, password selections.

### **Mandatory Rules:**

- Passwords must be between six (6) and eight (8) character positions in length.
- Passwords can contain any alphanumeric character or national character (#,@, and &), however, it must contain at least ONE (1) numeric character somewhere within it.
- Password history is maintained for every userid. When you select a new password, it must not match one of the previous twelve (12) already used.
- Three (3) invalid password attempts are allowed prior to the userid becoming revoked.

### **Password Guidelines:**

- Do not use characters in ascending or descending order. (Example: 12345, 54321, ABCDE, EDCBA, etc.)
- Do not use characters that are equal to your userid or name.
- Do not use easy-to-guess passwords like the name of a local sports team, month/year, company name, etc.
- Never use passwords that make references to personal information such as family, friends and pet names. Avoid the use of street address and/or street name.
- Select password with combinations of letters and numbers to make deciphering more difficult.
- Do not use telephone or social security numbers within your password.
- **Never write down or share** your password with others.
- Do not store passwords in data files. If at anytime, you think that your password has been compromised, change it immediately.