



**Security Awareness Day
July 16, 2008**

Helpful Hints for Passwords:

- Treat passwords as sensitive, confidential information.
- Your password should not be easy to guess.
- Do not write down passwords or store online.
- Never share your password with anyone.
- Passwords are more secure if they are hard to guess by hackers and strangers.

In your 12 character password:

- Include at least three of the following character sets: upper case; lower case; numeric characters; special non-alphanumeric characters such as # & % ! @ ().
- Do not include any simple pattern of letters or numbers such as "aaabbbccc" or "123456789..."
- Do not make passwords easy to guess e.g., "my family name" or a birth date or a street address.
- Do not use words in any language, slang, jargon or words found in a dictionary. For example you cannot use xylophone, but you can use Xyloph0ne12!

Network Password Standards

Maximum age for password is 60 days for general and privileged users.

Inactive user accounts are suspended within 30 days, 15 days for privileged users.

User accounts are locked after 5 unsuccessful attempts to logon.

Password must have a minimum of 12 alphanumeric characters and special characters with complexity turned on and must include at least one of the following; number, upper-case letter and lower case letter.

Dictionary words cannot be used as a password.

User cannot reuse the previous 24 passwords.

Minimum age for password is 1 day.

SOURCE: DR_3180-001 INFORMATION NETWORK STANDARDS (APPENDIX O)

Helpful Hints for Passwords:

Try using a favorite quotation as an acronym by using the first letter of each word in the quotation including upper and lower case letters, numbers and punctuation to make your password more secure and easier to remember. *Don't forget to make your password 12 characters or more.* Some examples follow:

- "Once upon a midnight dreary, while I pondered ..."Ouamd,wip..."
- "T'was the night before Christmas and all ..."TtnbCaa..."
- "I'd walk a mile for a camel....!" "Iwamfac!..."

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