

Network Password Guidelines

Service Desk: 800-246-1802 • http://nait.webtraccms.com/webform_index.aspx

Introduction

The following are guidelines concerning your network password. If you need further assistance, please contact the Service Desk:

- 800-246-1802
- http://nait.webtraccms.com/webform_index.aspx

What Is My Network Password?

Your network password is used with your network ID to access the following:

- Company PCs
- Most network services and systems (other systems may use a different ID and password)
- E-mail
- Web mail

Your network password is separate from other passwords used to access other systems and sites, for example:

- Vendor sites (ex. Concur)
- Training sites (ex. AULearning)
- WebForm (Service Desk ticketing site)

Tips on Changing Your Password

The network will prompt you to change your password every 90 days. When changing your network password, please note the following:

- The new password must be at least 8 characters long, with an alpha-numeric combination that includes at least:
 - 1 lower case letter
 - 1 upper case letter
 - 1 number
- The following examples do not meet the minimum requirements: kw9Vbe2 (too short), 23eryth9 (missing at least one uppercase letter), qrTapwXdh (missing at least one number)
- Passwords are case sensitive
- Substitute numbers in place of letters for added complexity (ex. "B1uec0rn329" instead of "Bluecorn329")
- You cannot reuse your old password

- Do not use obvious words or phrases that can be easily guessed (ex. "Password123," your name, a family member or pet's name, your birthday, etc.)

Password Security

Never share your network password.

You are responsible for keeping your password secure. Generally, computer passwords should not be given to anyone. Computer passwords may never be given to anyone outside of the Company. In the event you elect to provide your password to another colleague or associate, you will remain accountable for usage by anyone you permit to use your password.

System Security

Log off, shut down, or lock your PC before leaving for the day. Leaving your system openly available can allow others access to your e-mail, programs, and files.

