KING'S COLLEGE IITS

Password Guidelines:

The following guidelines are based upon widely accepted industry standards. They are explicit for the King's College networks and related systems. The software used to change passwords will screen for most of these guidelines as an aid in creating secure passwords. This does not relieve a person of the responsibility for creating and securing a good password.

1. It must be at least five characters in length. (Longer is generally better.)
2. It should contain at least four alphabetic characters (Adding a number or upper/lower case characters is recommended but not required).
3. It must be different from the previous five passwords used.
4. It should **not** be the same as the User Name/User Id.
5. It should **not** include the first, middle, or last name of the person issued the User Name/User Id.
6. It should **not** be information easily available about you. This includes license plate, social security, telephone numbers, street address or any other easily obtainable personal information.

Password Expiration:

While password changes can be more often, they should occur whenever there is a belief that the password has been compromised. King's College IITS can change or assist in the changing of your password at any time at your request. All passwords for newly activated users must be changed at first use. This way only the person assigned the User Name/User Id knows the password. To ensure security each password will expire 52 weeks from the last password change.

IITS reserves the right to change an end user's password under limited circumstances for service or maintenance purposes. When this is necessary the end user will be notified of their temporary password and be forced to change to a new password when they login the first time.