

## Password Maintenance

- (i) Passwords must be changed at regular intervals.
- (ii) Always use different passwords for different accounts.
- (iii) Do not share passwords with anyone.
- (iv) Passwords should never be written down or stored on-line without encryption.
- (v) Do not reveal a password in email, chat, or other electronic communication.
- (vi) Do not reveal a password on questionnaires or security forms. Always decline the use of the "Remember Password" feature of applications.
- (vii) All users should be aware of how to select strong passwords.
- (viii) Strong passwords contain combination of lower case characters, upper case characters, numbers, "Special" characters (e.g. @#\$%^&\*()\_+~\}{|:~<>/ etc.).
- (ix) Contain at least thirteen alphanumeric characters (except in the case of BIOS, if the same is not possible).
- (x) Password history should be enforced where ever possible to ensure that the users are forced to select different passwords with a user account.
- (xi) Maximum password age should be configured to enforce the period of time (90 days) that a password can be used before the system forces the user to change it.