

## Password Security

### Your initial password

The Information Technology (IT) Department will issue all new users to the network with a password. You will be forced to change this password when you log into the system for the first time. The password is used to authenticate the identity of the person using an account as the authorised user.

### DO NOT share your password with others

The use of a user name and password restricts unauthorised access to systems and computer facilities. Users must not allow any password issued to them to become known to any other person as you will be held liable for any misuse.

Giving someone your password allows them to:

- use your identity on the network
- misuse information held on the network, systems and computer facilities

### What makes a good secure password

- A password **must** be at least 6 characters long
- Do not base it on personal information, e.g.
  - account name
  - initials, first or last name, nicknames
  - date of birth, address details
  - hobbies, pet names



These are all typical forms of password and are easily guessed.

Do not use words associated with your work environment, e.g.

- "Guest", "Password", "Secret", "QWERTY"

This type of password leaves your account open to unauthorised access.

Using multiple passwords (for different systems) is beneficial in as much as if one password has been compromised on one system, the intruder is prevented from gaining access to other accounts and confidential information systems. It does, however mean you need to remember more than one password!

**Never** write your password down. **Never** store passwords electronically, in a text file or send them via emails. Others may find them.

Always change your password regularly as this will:

- prevent misuse of your account without your knowledge
- change your password at least every 2-3 months

The Frenchay network is set up with forced password changes.

Southmead network **does not** force you to change your password.

Users **do not** have to wait for the forced change of password. Change it as often as you like, or if you think the password has been compromised.

### What to do if you think your password has been compromised

If you see or suspect your password has been compromised contact the IT Service Desk (2020) immediately.

If a caller requests your password, do not give it to them. Report them to the IT Service Desk (2020).

If you follow the above advice and the Code of Practice your PC will remain safe and secure.

**MISUSE OF COMPUTERS IS A CRIMINAL ACT.** It is a criminal offence to gain or attempt to gain unauthorised access to someone else's computer using an ID and password other than your own. A users actions will be logged and where necessary could face a disciplinary hearing.