

ICT Helpsheet

PASSWORDS

Your Guide to Password Management



We put user controls in place to prevent unauthorised user access, compromise or theft of information and information processing facilities.



One of these controls is to issue everyone with a user ID and a Password.

Please remember **YOU** are responsible for all computer transactions that are made with your user ID and password.

Keep your login details safe, memorise them, and don't share them amongst others.

If you suspect someone knows your password then change it immediately, and report the incident to:-

ICT Service Desk 01993 866400
Office Hours: 08:00 – 18:00 Monday to Friday
ServiceDesk@advanceuk.org

In any case, our systems will prompt you to change your password every 60 days. If you do not do this your password will expire and your account will be locked.

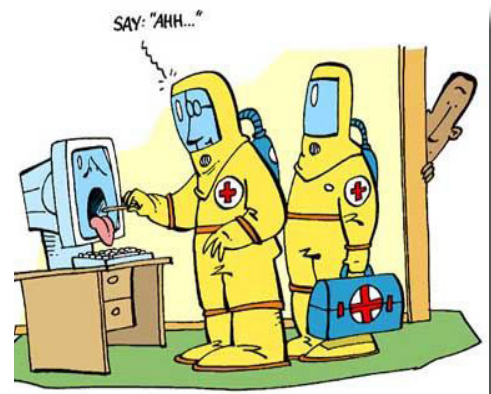
Your password must be at least eight characters long, and contain at least one capital letter and one number.

The Easy Way to

Create a Secure Password you can Remember

Make a compound word

A smart way to develop an easy-to-remember password is to combine three small words to make a single password. For example, you can use “**HowStopYes**” or “**EarPenGold**”. Note that the beginning of each word is capitalised.



You will also need to add a number to this in order to meet the password requirements, use a number you will remember like a year or number of a house.

e.g. **BallZoneCart73** or **LikeBlueFlower81**

Username

The default username format for logging on to the Advance network is Firstname then First Letter of last name, so if your name is Joe Bloggs your username will be JoeB.

However the format for logging on to some of our other systems may be different. We are aware that this may cause some problems for staff and are currently working to standardise the Username format.



Please Remember Usernames are not Case Sensitive - Passwords are.

The format for **Visual** is **FirstnameSurname** so Jo Bloggs username would be **JoeBloggs**
iPlanit is **FirstnameSurname** so Jo Bloggs username would be **JoeBloggs**
Open Housing is **FirstnameFirstletter of surname** e.g. **JoeB**
Online Learning is **FirstnameDotLastname** e.g. **Joe.Bloggs**
Network access is **FirstnameFirstletter of surname** e.g. **JoeB**

Do NOT Write Down Passwords

If you have too many passwords, it is tempting to write them down – after all, can you really remember 10 different passwords, that change at different times, some of which are rarely used?

Writing down passwords is a serious breach of security, because it means that anyone who can physically get to the piece of paper that contains the password, can also log into systems with your accounts.

Remember that it is **YOUR RESPONSIBILITY** to keep your passwords safe and to ensure that they do not become known by any other person.

DO Lock Your Computer

You must make sure you lock your computer when you leave it unattended for any length of time. To do this, press “Ctrl, Alt and Delete” simultaneously on your keyboard and select “Lock Computer” from the menu that appears.

You Must Not

Attempt to gain unauthorised access to operating systems and applications.

