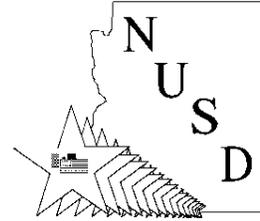


MEMORANDUM



TO: All NUSD Employees
FROM: Alex Lopez, Technology Director
RE: NUSD Password Security Guidelines
DATE: July 5, 2011

Effective July 6, 2011, the NUSD Information Technology Department will implement a mandatory password change to all network users. The change is done in compliance with AZ state required network security guidelines.

Security

Password security is a vital part of keeping a network and other systems running efficiently and effectively. It is important to maintain the integrity of our network. In order to achieve this higher level of password security; the implementation of stricter password guidelines are absolutely necessary.

The NUSD Technology Department will implement starting August 23, 2011, a mechanism to force password changes to comply with the higher level of security guidelines set forth below.

As an end-user, you will receive notification of the need to change your password to meet the new higher security guidelines. You will be forced upon log-in to change your password.

- A system-forced password change will occur once every semester (every six months)
- Password minimum length of eight (8) characters

The Technology Department will system-force every single end-user to change their password every six months ensuring that passwords comply with guidelines.

Create a Strong Password

A strong password is 7 or more non-repeating characters and contains a combination of upper and lower case letters, numbers, and special characters (examples: ^, *, \$, ~, ?).

If you need help to create a strong password we recommend visiting this website:

http://www.pctools.com/guides/password/?length=8&phonetic=on&alpha=on&mixedcase=on&numeric=on&nosimilar=on&quantity=1&generate=true#password_generator

Do not use:

- Words found in a dictionary,
- Significant dates (e.g. birthdays, anniversaries),

- Names (e.g. spouse, children, pets)
- Anything else that people would easily associate with you (ex: your username, favorite sports teams, hobbies, clubs or organizations with which you may be involved)

Memorize Your Password

It is important that you memorize your password. Do not tape your password to your monitor, under your keyboard, inside your desk, etc. In fact, after you have practiced typing your password, the only place it should exist is in your head.

Keep in mind that anything done under your username appears to have been done by you. You should protect your password accordingly.

Do Not Allow Others to Use Your Username and Password

Allowing others to use your password is a violation of network security policy. Any activity associated with your username (like visiting inappropriate web sites) appears to have been done by you. It is your responsibility to protect your log-in and password. Do not under any circumstance allow others to use your account to log onto any workstations for any reason.

It is also extremely important that you do not allow students or others to use your account since you may have access to network resources and/or internet sites that they do not and should not have access to.

Change Your Password Regularly

Though a system-forced password change will occur twice a year, it is a good habit to change your password regularly (i.e. once a month, once every two months).

You should definitely change your password anytime you feel that it may have been compromised.

How to Change Your Password

You may change your password on any Windows XP or Windows 7 workstation (it does not have to be your workstation, any windows computer workstation in NUSD's network will do). Make sure you are logged in with your NUSD login prior to changing your password.

Keep in mind that though usernames are not case sensitive, your password ***is*** case sensitive:

- Log onto any Windows XP or Windows 7 workstation.
- Press CTL + ALT + DEL
- Click on the Change Password button
- Type in your old password
- Type in your new password and confirm
- Press OK

VOIP/Voicemail and other district applications Password Security Guidelines

The voicemail system is also password protected forcing the user to change the voicemail password every two months with a minimum, of four characters.

Do not use:

- Your extension number as a password
- Significant dates
- Concurrent numbers or the default password (e.g. 12345)

Password Security for district applications:

- The district will force password changes once a year or more frequently.
- Apply password recommendations mentioned before.
- You will be notified prior to forced password changes.

It is important to follow these guidelines to better protect data and your presence in our network and other systems.

Please contact the IT Department via the **help desk** for further information or clarification.