Password Policy

For

SHAKUMBHARI ENTERPRISES

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<u>Choosing A Secure Password</u>

User Responsibilities:

In order to make it harder for people to guess your passwords, please keep in mind the following advice:-

- **Don't use dictionary words** - All real words are easy to guess. Avoid using any words, words in foreign languages, swear words, slang, names, nicknames, etc.

- The names of family, friends and partners, anniversary dates, car registrations and telephone numbers are the first thing potential crackers will try when guessing your passwords.

- Instead try to **pick acronyms, mnemonics, random letters**, etc, or **insert non-alphabetic characters in the middle of the word**, **replace letters with numbers** ('o' to zero, I to 1, E to 3), etc.

- Use a mIxTuRe of UPPER and lower case on case sensitive systems.

- You must **include a number** (0-9) somewhere in the password. Try to fit this in somewhere inside whatever letters you choose, instead of at the end or beginning of the password.

- If possible **include a symbol** (£$%&^*+=) somewhere in the password.

- When changing passwords, **change more than just the number:** perhaps move its position within the password, add or subtract letters, change capitalisation, etc.

- However, **choose something you can remember**. This is very important; it is no good having a password like "h498cj3t34" if you have it written on a Post-It Note stuck to your monitor! If you must have a reminder or hint, use something cryptic that only you can understand.

- **Never tell anyone else your password or allow them to log in as you**. Avoid telling anyone your password on the telephone, hackers often rings up pretending to be from the Information Technology Department and ask for your password. If it is necessary to provide your password to someone else to allow a fault to be fixed, ensure that they are genuine members of Information Technology Department first.

- Try to avoid letting other people watch you key your password in. Choose something that is not easy to guess from watching, like "qwerty12345".

Note: The password policy holds true to access any business applications, LAN infrastructure etc. in all SHAKUMBHARI ENTERPRISES premises.