
San Jac Network

Creating a Secure Password

For all college employees, this document provides tips and suggestions for creating a strong network password to better ensure the protection and security of college data and networks.

Passwords are like Underwear

The college training labs have posters displayed which claim *Passwords are Like Underwear*.

- **The longer, the better** : use 8 or more characters in your password
- **Be mysterious** : use a variety of uppercase/lowercase letters, numbers & special characters/punctuation
- **Don't leave your lying around** : create a password you can remember without writing it down
- **Don't share with friends** : make sure your password remains private
- **Change yours often** : routinely changing a password improves security and online safety.

Creating a Strong Password

San Jacinto College employees are required to create a network password that meets the following requirements:

- At least 8 characters long
- At least 1 number
- At least 1 special character
- At least one lower case and/or upper case letter

Passwords should NOT contain

- Personal information (name, birth date, home address, G#, pet names, phone numbers)
- Dictionary words
- Keyboard or alphanumeric patterns (12345, qwerty)
- Consecutive or redundant characters or patterns (a1b2c3, aabbcc)

All SJC employees are required to change their network password every 180 days. This process helps improve security and protect the College's computer systems from unauthorized access through email phishing.

Instructions have been posted on the ITS website that will assist you on how to change your network password before it expires.

To access these instructions, please visit <http://sjcblogs.sanjac.edu/its/how-do-i-reset-a-forgotten-password>.