

# HOW TO

## Maintain Password Security

Version 01.01

### **Purpose:**

User IDs and passwords are the keys to secured data. You are entrusted by D.C. Government to use your User IDs and passwords in a secure fashion and not compromise the integrity of the government's data. Do not reveal or share your password with anyone or display it publicly. It is the only way for you to insure no one else uses your ID.

### ***Password Do's***

- Change Passwords immediately whenever they become compromised.
- Change Passwords at regular intervals.
- Make passwords long. Recommended usage is 6-8 characters (alpha, numeric, etc).
- Use phrases to create a unique password. For example:
  - Use 6-8 characters including:
    - A mix of alphabetic characters (upper and lower case)
    - Numeric values
    - Special characters (@, #, \$, %, &, \*)

### ***Password Don'ts***

- Write down a password and leave it in the open.
- Store passwords in readable files; the files **MUST** be encrypted.
- Use words that could easily be associated with you or easy to guess (i.e., family names, hobbies, car models, phone numbers, birthdays, etc.).
- Choose passwords that **contain the User ID or any part of the full name.**
- Choose single words such as season, month, days of the week names, etc.
- Repeat use of passwords or password patterns when updating expired passwords.