

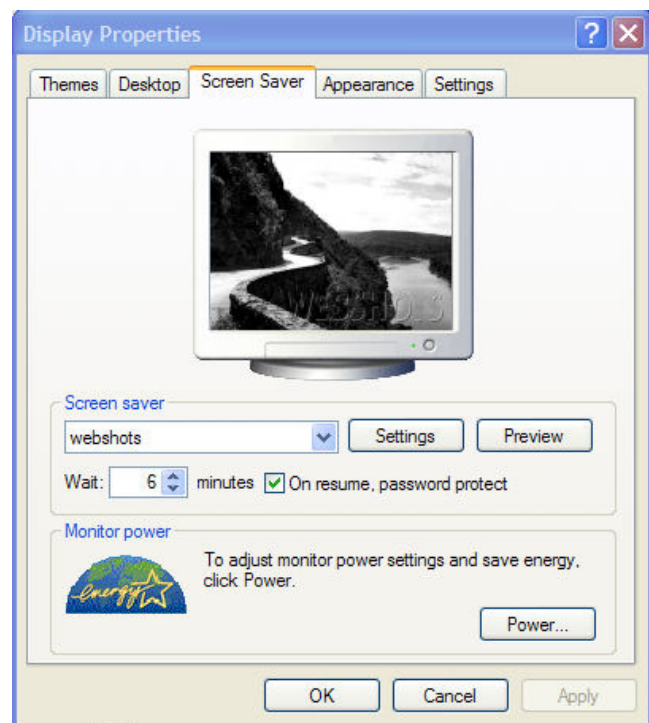
Security Procedures and Guidelines

Changing your Windows password

1. Press Ctrl + Alt + Delete
2. Click the Change Password button
3. Type in your current password into the Old password field
4. Type in the new password into the new password and confirm new password fields
5. Click OK

Setting a password-protect on your Screen Saver

1. Right-click a blank spot on your desktop.
2. Select Properties from the menu
3. Select the Screen Saver tab
4. Select the number of minutes to wait before the screen saver activates
5. Check the box "On resume, password protect"
6. Click OK



Lock your computer manually

Press Ctrl + Alt + Delete and click the lock computer button

Guidelines for passwords

Your password should be easy for you to remember, but difficult for someone else to guess. Here are some general guidelines for passwords:

- Passwords should be at least eight characters long;
- Passwords should contain a combination of letters, numbers, and special characters;
- The numbers and special characters should not be only the first or last character;
- Passwords should not contain your login name, your first or last name, your spouse's or child's name, or any other information that is easy to find out about you, like your license plate number, address, etc.
- Passwords should not be a word contained in a dictionary, spelling list, or other lists of words;
- Passwords should not be formed by appending a digit to a word;
- Passwords should not be common keyboard sequences such as qwerty1 or abc123.

Some methods to choose secure and easy to remember passwords

- Choose a favorite quote, phrase, saying, song, habit, title, or make one up. Use the first letter or syllable from each word of the quote to start your password. Mix uppercase and lowercase letters any way you like. Then, choose relevant special characters and numbers. Examples:

Last Christmas, I got a big diamond ring = LC1gabd@

I like to play basketball at 6:00 = iltPB@6:00

I shot an elephant once in my pajamas = iSae1Imp

I have come to depend on the kindness of strangers = ihC2dotKfs

- Choose two short words and concatenate them together with a punctuation character between them. Examples:

dog;rain, book+mug, kid?goat