




Password Guidelines for the College of Pharmacy, Nursing, and Health Sciences

Following these guidelines will help you select a password that is compatible with all PNHS systems.

A valid password:

- Is at least nine (9) characters long.
- May not contain your user name, real name, or company name.
- May not contain a complete dictionary word.
- Is significantly different from previous passwords. Passwords that increment (*Password1, Password2, Password3...*) are not strong.
- Must contain characters from **at least three** of the following four groups:

<i>Group</i>	<i>Examples</i>
Uppercase letters	ABCDEFGHIJKLMNOPQRSTUVWXYZ
Lowercase letters	abcdefghijklmnopqrstuvwxyz
Numerals	0123456789
Symbols (You may use only the symbols on the right.)	% ^ * () - _ + = [] { } : @ # ~ , . ?
Disallowed characters are: \$! " ' ` < >	

An example of a strong password is "*J*p2leO4>F*". Using the first letter of each word of a phrase or line of a song will often help you create a memorable secure password. Also, you can change some of the letters out for numbers or symbols that look like the letters. A good sample password based on "To be or not to be, that is the question" would be "*2B0n2b-t1t?*".

A password can meet most of the criteria of a strong password but still be rather weak. For example, *Hello2U!* is a relatively weak password even though it meets most of the criteria for a strong password and also meets the complexity requirements of password policy. "*HeIzI2o*" is a strong password because the dictionary word is interspersed with symbols, numbers, and other letters.

If you must have your password written down, please do not put it under your keyboard or phone, or on a post-it note on your monitor. Choose a book on your shelf and put it in one of them. You will know quickly which book you used, however, somebody walking into your office or lab wouldn't likely be able to guess.

Also, please note that our acceptable use policy forbids the sharing of usernames and passwords with anybody else.

The PNHS Acceptable Use Policy is available at <http://www.pnhs.purdue.edu/faq/aup.php>.

The University's Information Technology policies are located at http://www.purdue.edu/ooop/policies/pages/information_technology/info_tech.html.

This guide has was originally written by Microsoft at http://www.microsoft.com/resources/documentation/WindowsServ/2003/enterprise/proddocs/en-us/windows_password_tips.asp and modified to include Pharmacy, Nursing, and Health Science's requirements.