

Password Creation Rules

Category: Security Policies

Your password is vulnerable to attack since it can be guessed. Follow the rules below when creating your NAS passwords:

1. Never use a password at NAS that has ever been used by you anywhere else, and never use the password that you create for NAS anywhere else, ever.
2. A password must contain a minimum of 12 characters. It must contain one character each from at least three of the following character sets: uppercase letters, lowercase letters, numbers, and special characters.
3. Use non-trivial passwords; examples of "trivial" passwords that you may not use include but are not limited to:
 - ◆ your user ID
 - ◆ a dictionary word of any language or a dictionary word with numbers appended or prepended to it
 - ◆ a password either wholly or predominately composed of the following: user ID, owner name, birthdate, Social Security Number, family member or pet's name, name spelled backwards, or other personal information
 - ◆ a contractor name
 - ◆ a division or branch name
 - ◆ repetitive or keyboard patterns (for example, "abc#ABC", "1234", "qwer", "mnbvc", "aaa#aaaa")
 - ◆ the name of any automobile or sport team
 - ◆ the name of any vendor product or nickname for a product
4. A new password can not be any one of your last 24 passwords.
5. Once you are successful in changing a password, you have to wait at least 1 day to change it again.
6. Passwords must be changed every 60 days.

Never share your password with anyone. For more information, read [Account Policies](#) and the [Acceptable Use Statement](#).

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