Created: 11/11/04	**NC WISE Procedures**	**P – PSW - 001**
Revised:	Passwords	
Purpose:	To help NC WISE Users designate passwords that (1) are secure and (2) can be easily remembered by the user	
Users:	All	

Anyone who has used a secure database has encountered the issue of designating passwords that meet the criteria above. Quite often users decide on passwords that they can easily remember, but may be easily "broken" by someone trying to steal the password. For instance, if your password is the name of your spouse, child, the type of car you drive, etc., someone who is familiar with you can guess this password.

All NC WISE users are required to have secure passwords. State regulations require the following:

1. The password must be *at least* 8 characters long
2. The password must have at least 2 non-alpha characters (1,2,3,4,5,6,7,8,9,!,@,#,etc.)
3. The password must be changed every 90 days
4. If a user attempts to log on NC WISE 3 times in a row and fails, he/she is locked out of NC WISE.

One of the easiest ways to meet both requirements is decide on a system that makes sense to you. Listed below are some examples of systems that might work. You are limited only by your creativity when deciding on a system:

Type of car, a year that is significant to you, a type of pet

       Examples: Ford1945Dog
                      Toyota51Hamster
                      Benz2000Bird

A distant relative, hobby, number of siblings

       Examples: SarahTennis03
                      UncleSewing01
                      PawPawRoses00

Number of cars you own, favorite television show

       Examples: 02Cheers
                      03Seinfeld
                      01WestWing

Favorite university, some digits from an ID number (SS, driver's license, etc. – don't use the entire ID number!)

       Examples: Tarheels9901
                      WakeForest0100
                      Hokies017

A street you lived on as a child, a combination of non-alpha that makes sense to you

       Examples: Fairview(-)
                      Highland@386
                      Mulberry140

The position of the non-alpha characters does not matter. The examples above are some very simple combinations. Use your imagination! Make the passwords unique to your own experience, memories and they will be more secure.