

**IT Information Sheet 4**

Choosing a secure password

Why do I need a secure password?

In conjunction with your Login ID, your password is used to electronically identify you when you access CSU Online Services. If your password falls into the hands of someone else, that person can access your online account.

If this happens, a person could access information such as your payroll and personal details, your email account or even incur internet charges against your account. This is why you must treat your password like you would your ATM Card PIN.

Your Default and Active Passwords

At CSU there are two types of passwords, being your default password and your active password.

When you first start at CSU, you will receive a Login Letter from the IT Service Desk with your Login ID and default password. Keep this letter in a safe place at all times. You may need to use it if you lose or forget your active password. This default password is your fail safe password. It will remain available for as long as you are at CSU.

If at any time you wish to change this default password, simply contact the IT Service Desk and an IT Support Officer will send a new login letter to your nominated email account or postal address.

Your active password is your every day password you have chosen for your account. This password is active for 60 days. At 60 days, you will be asked to change your active password to a new one. You will receive email reminders to change your active password before 60 days is up. If at any time you forget your active password, you can use your default password to access your account and change your active password.

Change your password regularly

At CSU, your active password is valid for 60 days. Once 60 days have expired, you must change your password. The reason CSU forces this change every 60 days is to ensure security. While you will be forced to change your password every 60 days, you can change your password earlier. If you do change your password, it will be active for 60 days before you will need to change it again.

Choosing a secure password

Most identify theft involving passwords is not done using hi tech gadgets. It is done by people simply trying common names and themes associated with the person whose account they want to access. Choose a password that is difficult for someone else to guess, but easy for you to remember.

Avoid using -

- Your own name, staff number or birthday
- The name of a family member, friend, pet, your postcode or favourite sporting team
- A common dictionary word associated with computers such as "password"
- A series of consecutive numbers or keystrokes like "1234" or "qwerty"

Try using -

- One useful tip is to divide a common word with the day and month of a family member's birth, for example *28Atom07*
- A more secure password may consist of an acronym containing numbers
Example phrase - The Owl and the Pussycat Went To Sea - Example password - toatpw2c
- Use a mix of upper and lower case letters.
- Use passwords that include a combination of letters and numbers
- Do change your password regularly, not just every 60 days as prompted by the CSU Server.

A good way of remembering your password is to ensure you use it regularly. By turning off the "Save Password" option on your email, you will type your password each time you check email. This will make your password easier to remember.