

FCPS Password Security

Passwords are an important aspect of network security. They are the “house keys” that protect our computer network resources. A poorly chosen password may result in a security breach that compromises and / or loss of Frederick County Public Schools information. Instructional staff will be prompted to change their passwords every 6 months.

Password Do's

- Do change your initial password immediately for newly created accounts
- Do use small, easily remembered words in addition to special characters, capitals and/or numbers to help create unique but easily remembered passwords
- Do use passwords 8-14 characters long to make it harder for someone to guess

Examples: mickey@mouse53 Star\$truck2 15criss^cross

NOTE: Do not use these examples as a password

- Do use at least 1 capital, 1 symbol, 1 number in your password
- Do log out of the network when leaving the immediate area
- Do change your password for all accounts at least twice a year (January & September)
- Do change your password if you suspect your password has been compromised

Password Don'ts

- Don't share passwords with other staff or students
- Don't “hide” passwords under your keyboard, mouse pad, or in your desk drawer
- Don't reveal a password over the phone to ANYONE
- Don't send a password in an email message
- Don't talk about a password in front of others

If when prompted to change your password pops up, you must do so before the warning period is over or your account will lock. If the password you enter does not meet the minimum complexity requirements you will receive a message like the one listed below:

Change Password Error message:

The password supplied does not meet the minimum complexity requirements. Please select another password that meets all of the following criteria: is at least 8 characters; has not been used in the previous 10 passwords; must not have been changed within the last 0 days; does not contain your account or full name; contains at least three of the following four character groups: English uppercase characters (A through Z); English lowercase characters (a through z); Numerals (0 through 9); Non-alphabetic characters (such as !, \$, #, %). Type the password which meets these requirements in both text boxes.