

Vista Exchange Password Policy

Overview

Passwords are an important aspect of computer security. They are the frontline of protection for user accounts. A poorly chosen password may result in the compromise of your data, as well as the EP-hosted network. Therefore, all clients with access to Entertainment Partners' systems are responsible for taking the appropriate steps to select and secure their passwords.

Purpose

The purpose of this Password Policy is to establish a standard for creating strong passwords and to minimize the frequency of change for the Vista Exchange environment. This policy **does not** apply to Classic Vista or Global Vista passwords. The Data Custodian is responsible for maintaining passwords for Classic Vista and Global Vista.

Vista Exchange REQUIRED Password Criteria	
1. Must be at least eight characters long 2. Cannot contain your name or username 3. Must contain characters from three of the following four groups listed below	
The Four Groups	Examples
A. Uppercase Letters	A, B ,C ...
B. Lowercase Letters	a, b, c ...
C. Numerals	0, 1, 2, 3, 4, 5, 6, 7, 8, 9
D. Symbols (all characters not defined as letters or numerals)	` ~ ! @ # \$ % ^ & * () _ + - = { } [] \ : " ; ' < > ? , . /

- All Vista Exchange passwords must be changed at least every 90 days.
- All Vista Exchange passwords must conform to the criteria described below.
- The last eight passwords will be retained in history to prevent the reuse of a recent password.

NOTE: If you need your password reset, please call EP Customer Support at 818.955.6300.

How to Create a STRONG Password

- At least eight characters in length
- No words in any language, slang, dialect, jargon, etc.
- No personal information, names of family members, etc.
- Contains both uppercase and lowercase letters (e.g., a-z, A-Z)
- Includes numerals and symbols, for example: 0-9, !@#\$%^&*()_+|~-=\{}[]:"';<>?,./)

Characteristics of WEAK Passwords

- Contains fewer than eight characters
- Is a word found in a dictionary (English or foreign)
- Contains commonly used words, such as:
 - Names of family members, pets, friends, coworkers, fantasy characters, etc.
 - Computer terms and names, commands, sites, companies, hardware, software
 - The words "Entertainment Partners," "sanjose," "sanfran," or any derivation
 - Birthdays and other personal information, such as addresses and phone numbers
 - Word or number patterns, such as aaabbb, qwerty, zyxwvuts, 123321, etc.
 - Any of the above spelled backwards
 - Any of the above preceded or followed by a digit (e.g., secret1, 1secret)

Keeping Your Password Safe

- Passwords should never be written down or stored online.
- Create passwords that are easy to remember.

TIP: Base your password on a song title, affirmation, or other phrase. For example, for the phrase "This May Be One Way To Remember," the password could be: "TmB1w2R!" or "Tmb1W>r~" or some other variation that is meaningful to you.

NOTE: Do not use either of these examples as passwords.