



Aalto-yliopisto

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PASSWORD GUIDELINE

A User-Id and password are always personal and may not be used by other persons. The owner of a user-Id is personally responsible for all transactions and events associated with that user-id. When creating a new password please consider the following rules:

1. Password length must be at least 10 characters.
2. Passwords can be changed once every 24 hours but must be changed after 180 days.
3. A new password must differ from the last 24 passwords used.
4. Passwords may not be divulged in any way to other persons. (Remember: systems administrators will never ask you to tell your password).
5. User-Id's and passwords that are used to access Aalto university systems and services must not be re-used for external systems and/or services
6. Don't use the "Remember Password" feature of applications (e.g Firefox, email, Internet Explorer or other browsers). Typically feature does not offer good enough level of security.
7. A password must include a least one upper case character, one lower case character and a numeric or special character. (Remember: Scandinavian characters may cause difficulties on keyboards without such characters.)
8. A password must not contain more than two identical consecutive characters. Furthermore, character sequences like "abcdbde" or keyboard sequences like "qwerty123" are not allowed.
9. Passwords derived from names, social security Id's, birthdays, phone numbers, car registration numbers etc. may not be used. Dictionary words, anagrams or palindromes are not to be used as passwords either.
10. Instead of writing down your password use an associative password by selecting from a long sentence the first letter of each word. For example: from the following sentence "I go to university at 7:30 in the morning." You can construct an easily remembered and strong password "Igtua7:30itm". This example password may not be used!