

Pittsburgh Public Schools
Password Protection Guidelines
May 25, 2005

These guidelines are intended for use by all authorized account owners who have been provided user accounts by the School District of Pittsburgh.

Do:

- create a strong password at least 8 characters long containing both letters AND numbers.
- change your password to something unique every 90 days.
- try to create passwords that can be easily remembered.
- refer anyone who demands your password to this document.
- contact the Call Center if you suspect an account or password has been compromised.

Don't:

- write down or store a password on-line.
- share a password with anyone, including family members, administrative assistants or secretaries.
- reveal a password to co-workers while on vacation.
- use the "Remember Password" feature of applications.
- store passwords in a file on ANY computer system.
- reveal a password over the phone to ANYONE.
- reveal a password in an email message.
- talk about a password in front of others.
- hint at the format of a password (e.g., "my family name").
- reveal a password on questionnaires or security forms.
- use the same password for District accounts as personal (non-District) accounts.