Category
POLICY: 2-08 Passwords

Approval
LT Approved:
Effective Date: 11/02/2023
Revised: 11/02/2023
Responsible Party: Vice President, People & Culture

Passwords

Password Protection Standards

Employees of the College are not to use the same password for college accounts as for other access (e.g., personal ISP account, option trading, benefits, etc.). Employees of the College are not to share College passwords with anyone, including friends, family, or other employees. All passwords are to be treated as sensitive, *confidential* College information.

If an account or password is suspected to have been compromised, report the incident to the Executive Director, Information Technology, and the IT Helpdesk ithelpdesk@wsutech.edu and change all passwords.