

## **SECURITY GUIDELINES FOR USERS**

The first step in obtaining access to the eAdventist.NET system is to complete a User Account Authorization form (available at <http://www.eadventist.net/forms/authorization.pdf>). Be sure to indicate a valid email address (to be used as a system login name) and have your church clerk and pastor sign the form and then fax or mail it to your conference. Your conference user administrator will then activate your account and assign an initial password for you. You should change this initial password to a more memorable and secure one according to the guidelines below.

### **YOUR LOGIN NAME**

You must use a unique, valid email address as your login name. Your email/password combination is your online signature – just like the PIN on your bank account – and should not be shared even with family members or other office staff. If your email address changes, update it online or contact your conference user administrator.

### **YOUR PASSWORD**

#### **Requirements for creating your eAdventist.NET password...**

1. Passwords are case sensitive.
2. Passwords are 6 to 20 characters in length.
3. Characters must be alphanumeric – special characters are not allowed.
4. Passwords must contain at least one digit.

#### **How to choose a “strong” password...**

1. Mix upper and lower case.
2. Avoid dictionary words – password cracking programs use dictionaries.
3. Avoid personally traceable characters, such as initials, family member names, birth dates, pets’ names, street address, license plate numbers, or social security number.

### **How to keep your password safe...**

1. Memorize your password if possible. If you need to write it down, keep it in your wallet and write down only the portion that is hardest for you to remember and memorize the easy portion.
2. Do not send your password to anyone via email even if the request seems official.
3. You can change your own password and it is recommended that you change it at least once every six months.
4. Treat your password like a PIN number, you would not give anyone access to your financial accounts; don't give anyone access to your data.

### **If you forget your password...**

The password is encrypted and cannot be retrieved even by a user administrator. If you forget your password, contact your conference user administrator to assign you a new one.

### **If your user account gets "locked"...**

After 3 unsuccessful attempts to login, user accounts will be locked. This is to prevent unauthorized users from guessing your password. Contact your conference user administrator to unlock your account.

### **Sample passwords...**

- a) Combine several short words with numbers, for example: Strike3Out, St9ars, look4U, Sun2Rain.
- b) Use an acronym you've built from a phrase you'll remember, i.e., The Lord is my Shepherd - TLims23.