

APU-Net Guide	Ver	Operating System
APU Information Systems Password Management Guide	1.0	All users

Introduction

A safe password is one that cannot easily be guessed by another person or cracked by a hacking program. Password hacking programs are now readily available on the internet and can easily decode passwords that contain dictionary entries or simple repetitions of letters and numbers,

APU has created this guide so that all students, faculty and staff can safely use its various information services and systems. This guide applies to all students, faculty and staff using APU's facilities and resources.

Who is This Guide For?

This guide is for all APU-Net users.

Guide

Requirements for a Safe Password

- ☐ Do not use your name or other personal information that can be easily guessed
- ☐ Do not use English words or phrases as is from the dictionary
- ☐ Set your password based on the following rules:

Passwords must be between six and eight characters in length;

Passwords may contain single-byte alphanumeric characters;

Passwords must contain at least one capital letter;

Passwords must contain some combination of lowercase letters and numbers.

Examples of Unsafe Passwords

- ☐ Your User ID
- ☐ Your name, the name of a family member, or a pet's name
- ☐ Your phone number, postal code, date of birth or other data that others can easily guess
- ☐ Your faculty/staff or student ID number
- ☐ Simple English words that would be in a dictionary
- ☐ Reverse spellings (e.g., oita → atio)
- ☐ Repetitions of the same letter (e.g., aaaaa)
- ☐ Strings of characters that are too short

Tips for Using and Storing Passwords

A safe password is meaningless if someone else finds it out. Once you set a password, please remember the following:

- ☐ Memorize your password.
- ☐ Never give your password to a coworker, faculty member, student or classmate,
and never ask someone for his or her password.
- ☐ Never send passwords by e-mail.

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☐ Never write passwords in a notepad or post them on your monitor.

☐ Never let web browsers remember passwords for you.

☐ Never use the same password for multiple accounts or systems.

(Note: This does not apply to APU's single sign-on environment.)

(*Single sign-on = A process that enables users to access multiple system with one login)

* This guide was created based on the Ministry of Internal Affairs and Communications' "Information Security for You" homepage (Japanese only)

URL: http://www.soumu.go.jp/joho_tsusin/security/business/admin_03.htm

Changing Your Password

Please change your password based on the requirements listed above. You can change your password by clicking on the "Change Password" icon at the top of the Campus Terminal screen.

【Contact Information】

Please contact the Information Systems Office with any questions or comments.

Information Systems Office

Location: Building D, 3rd Floor Hours: Mon-Fri, 10:00-16:30

Email: system@apu.ac.jp