

APU-NetGuide	Ver	ApplicableOS
APU Information Systems Password Management Guide	1.3	All users

Introduction

A safe password is one that cannot easily be guessed by another person and cracked by a hacking program. Mechanically 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 to be observed below 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 so-called dictionary words
- Set your password based on the following rules:

Must be between 8 and 16 single-byte alphanumeric characters

Must contain uppercase letters, lowercase letters and numbers

The available symbol is ! # % () - = @ [: + *] < . >

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 or 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

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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 coworkers, faculty members, students or classmate, and never ask someone for his or her password.
- Never send passwords by e-mail.
- 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 Campus Terminal screen.

◆You can only change your password from 9:00 to 22:00 Japan time.

1. Log in to the campus terminal and click "ChangePassword".

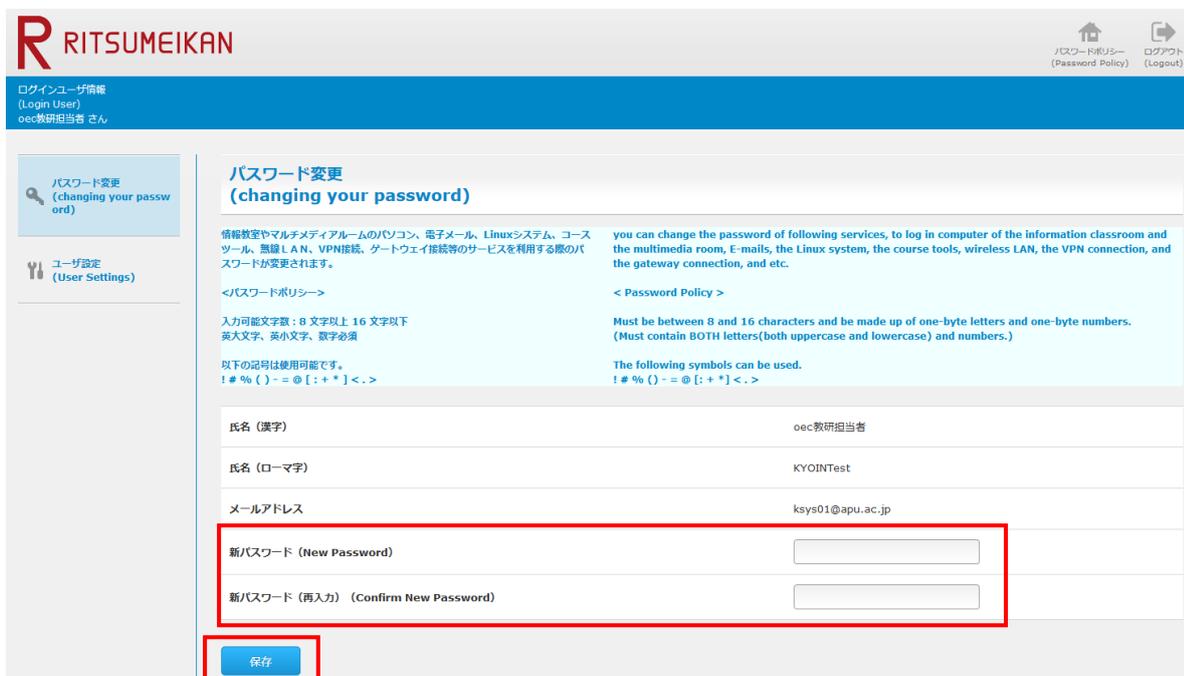
The screenshot shows the APU Campus Terminal website interface. At the top, there is a navigation bar with 'HOME', 'School Affairs Posting', and 'Syllabus'. Below this is an 'Information' section with a list of news items. On the right side, there is a 'Menu' section with various options. The 'Change Password' option is highlighted with a red box. Other options in the menu include 'Enter Public Message', 'Enter Information', 'Enter Action Required', 'Specify Address', 'Messages', 'Messages Send List', 'APU Gmail', 'Mailing List', 'Bookmark', and 'User Type'. Below the menu is a 'Link' section with 'Campus Terminal Manual' and 'Campus Terminal'.

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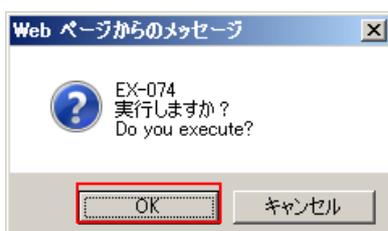
2. Enter user ID and password before changing from the user setting login screen.
Then click the login button.



3. Confirm the password policy, enter the new password and click "Save"



4. A confirmation dialog will be displayed, and click "OK".



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5. If the following message is displayed, password change is completed. Please click "OK" to finish.



【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