**Access Guidelines**

The Dos and Don’ts of accessing any online account.

* **NEVER** share your logon IDs or passwords with anyone else.
* **DO NOT** use someone else's logon ID or password. If you need more access than you presently have or if you are having problems with your access, contact your supervisor for help.
* **DO NOT** use obvious, trivial or predictable passwords or Personal Identification Numbers (PINs). Obvious, predictable and trivial passwords and PINs include: names of relatives or pets; street names; days and months; repetitive characters; and common words such as PASSWORD, SECURITY, SECRET, etc.
* **BEWARE** of "Shoulder Surfers." These are people who stand behind you and look over your shoulder while you are keying in your password or PIN, or while you are working with confidential information.
* **DO NOT** use your access privileges to enable other individuals to access information that they are not authorized to access, or to submit transactions that they are not authorized to submit.
* **NEVER** write down your passwords or PIN, or worse still, post them on your computer, or in other obvious places.
* **ALWAYS** change the initial Internet access/email password assigned to you as soon as you receive it.
* **CHANGE** your passwords frequently, at least every 180 days or more often if necessary.
* **LOG-OFF** when you are finished using your workstation, or if you are stepping away from your desk, even momentarily.
* If you suspect that someone else knows any of your passwords or PINs, change them immediately and notify your supervisor right away.