

Password Policy

Version: V1.0

Overview	This policy sets the standard for creating a password to prevent unauthorized access to technical resources of Ibn Sina National College of Medical Studies.
Scope	It applies to all users of the technical resources of Ibn Sina National College.
Objective	It aims to use a specific standard to generate strong passwords for all technical resources to contribute to providing the highest level of protection and privacy for users.

Policy:

The password for the user at Ibn Sina National College must consist of:

- 1- 8 digits at least.
- 2- It should contain uppercase and lowercase letters (A-Z, a-z).
- 3- It must contain at least one number (0-9).
- 4- It is recommended to change the password every 90 days.

Executive Policies and Procedure:

1- The password must not consist of:

- Spell a word with a number added to the beginning and/or end of it (e.g.: Ahmed1).
- Personal information such as user ID, date of birth, last name, mobile number...etc.
- Use the username in the password.
- Use repeated numbers or letters such as: (11111, AAAA).

2- It is forbidden to share the password with any person, including the employees of the Information Technology Department.

3- The user must change the initial password immediately after receiving it.

4- Avoid writing the password in an easily accessible place.

5- It is forbidden to use one password for all accounts, as this allows attackers to easily hack your accounts.

6- If the user suspects that there is a security issue or that his password has been hacked, he should report the incident and change all passwords.