

City of Winchester Computing System  
Password Rule Information  
(as of September 8, 2014)

Information Technology is changing logon information requirements. The changes will improve network and server security, comply with financial and criminal justice information system audit requirements, and simplify virtual private network connections. Windows network and IBM server logon will be synchronized. For clarification, the IBM server provides Green Screen, iSeries Navigator, SunGard Public Sector NaviLine, Sheriff software, Personal Property, API Document Imaging and COGNOS report writing access. The Windows network password provides access to City Windows computers and terminal servers, email to include Outlook Web App and Outlook Anywhere, City public folders, and City Virtual Private Network connections.

Effective October 30, 2014, passwords will expire on a routine basis and additional password features will be implemented. The new password rules for both Windows network and IBM server logons follow. Keep them in mind when deciding on new passwords.

- Users must change passwords at least every 90 days.
- Users will get a reminder fourteen (14) days before password expiration.
- Three (3) unsuccessful logon attempts result in account lockout. Users should use FastPass to reset their account.
- Users cannot change their password more than once in a twenty-four (24) hour period
- Password minimum length is 8 characters. Password maximum length is 63 characters.
- New passwords cannot:
  - Match any of the previous twenty four (24) passwords
  - Contain any part of your username
  - Contain any part of your First or Last Name
  - Repeat consecutive characters more than twice
- Passwords must contain characters from three of the following four categories
  - English uppercase characters (A through Z)
  - English lowercase characters (a through z)
  - Base 10 digits (0 through 9)
  - Non-alphabetic characters (for example, !, \$, #, %)

Police Department staff should contact Mike Pearse for help changing passwords. All other users, please contact Garren Henry or Brian Mills at City Hall extension 2120.