

## MEMO

**To: All Staff & Physicians**  
**From: Information Technology Department**  
**Date: March 22, 2023**  
**Subject: Password Policy Changes**

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In accordance with Ontario Health Guidelines, PRH will be changing their password policy to match the following standards. This change will affect your computer login, citrix access, mail access and any other application that requires your P# and password to log in.

Effective Monday April 10<sup>th</sup> 2023, upon the expiry of your password, you will be required to follow the new minimum requirements listed below.

1. Password must contain at least 15 characters.
2. Password must contain the following:
  - a. At least 1 uppercase character (A through Z)
  - b. At least 1 lowercase character (a through z)
  - c. At least 1 numerical digit (0 through 9)
  - d. At least 1 non-alphanumeric digit (~!@#\$\$%^&\* \_-+= ' | \ ( ) { } [ ] ; : " ' < > , . ? /)
3. Password must not include all or any part of the user's first/last names or username.
4. Controls are in place to prevent commonly breached passwords and prevent the use of popular password words such as the month, date, city, and others.
5. Expiry of the passwords will occur after 365 days.
6. Account will be locked out after 5 unsuccessful login attempts.

### Tips for creating a secure Password:

- Longer passwords are more secure!
- Instead of creating a pass**word** create a pass**phrase** !
  - A passphrase is made up of a string of words, numbers and special characters. Below are a few examples.  
2xxdontMakearight stuFFedkrustn00lives! 4%VariAble6%VixeD
- Try to use a passphrase that is meaningful to you but avoid using things such as your telephone numbers, date of birth, name, username or anything that could be public knowledge.
- Mix up letters, numbers, and special characters.
- Add random capitalizations instead of just the first letter.

If you have any questions or concerns, please let the Information Technology department know.