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| Los Angeles City College Administrative Services "How To" Book | Information Technology Department | IV G-5 |
| How Do I Know the College Requirements for Protecting my Password? | | |

A. How Do I Know

The College requirements for protecting my password?

1. Passwords provide employees and students access to computing facilities. The security of passwords is essential to the privacy of students and employees in accordance with State and Federal laws. In order to maintain a secure environment, the following rules should be observed:
 - a. A unique user identification and password shall be issued to each individual who is provided with access to computing facilities.
 - b. Users should not write their password in any location where another person can find it.
 - c. Passwords shall be modified periodically as required by the system administrator.
 - d. In the event a user's identification and password are used for unauthorized purposes by someone other than the user, the user should immediately report the activity to the administrator in charge of implementing this policy.
 - e. Employees and students shall participate in appropriate orientation and training prior to using computing facilities, when deemed necessary by the College President or the administrator in charge of implementing this policy (Vice President of Administration).
 - f. Each individual user is completely responsible for all activities on computing facilities performed under his/her identification and password. This is especially critical for those who have access to any of the update systems. Accordingly, computing facilities should not be left unattended.
Reference: Administrative Regulations B-27.
http://www.laccd.edu/admin_regs/