



QUICK REFERENCE

MANAGING ACCESS AND PASSWORDS

Objective

Manage access and passwords securely.

Hackers can use stolen passwords or user IDs to view or steal confidential information or to carry out unauthorized operations on your company's computer system.

This document will help you better manage access and beef up the security of your passwords.

Document recipient: Person responsible for IT security

Last update: 2017-06

Managing access

Create, modify, remove and review access.

- Inform the person responsible for managing access about any new employees, employee position changes, departures or extended leaves. The manager must ensure they indicate the workstation in question, the access to be granted and the effective date of the change.
- Make sure that an employee who requests additional access really needs the access requested in the context of their duties before granting it.
- Each year, verify the accounts and employee access to applications so that managers ensure that there is a business need for the employee to have access.
- Make sure that individual user IDs are issued so that each employee is responsible and accountable for the use of their user ID.
- Deactivate access for all leaves exceeding 2 weeks, not including vacation.
- Deactivate the user IDs and delete access to applications or projects within 10 days of an employee's departure.

Make employees aware.

- Inform internal and external employees (e.g., consultants) when hired on how to use their user IDs and protect their passwords.



Passwords

Send initial passwords securely to employees (e.g., sealed envelope, delivered by hand). All initial passwords should be changed the first time they are used. It's important to use secure passwords, as hackers will only need a few minutes to figure out passwords that don't meet the security requirements.

Use strong passwords: minimum of 10 characters. Create a password using one of these two options:

- Option 1 : Create a password using a mix of letters and/or numbers
 - Tip: Use the first letters of each word in a sentence
 - Example: The sentence "My little dog Fido is a brown pure-bred Chihuahua" becomes "mldfiabpbc"

- Option 2 : Create a password using at least 3 dictionary words (be careful to avoid some words).
 - Example : tablegrasswalk
 - Never create a password using words related to your personal or professional life, such as the name of your spouse, child or pet, the brand of your computer or mouse, the bulletin board thought of the day, a season, day of the week, month or year.

Don't

- Use the password examples on this page.
- Store passwords (Excel file, post-it note, etc.), except in a password vault (e.g., 1Password, KeePass).
- Disclose your passwords to anyone, including co-workers, managers, assistants or any other employee, friend or family member, even if:
 - Technical support asks for it. Always enter your password yourself so you don't disclose it to a technical support employee.
 - You're on vacation or leave of absence.
 - You're temporarily replaced.
 - You get an email asking for it.