

# Password Policy



The Center for Applied Management Practices (CAMP) owns and operates the web-based application [ellogicgenesis.com](http://ellogicgenesis.com). This document outlines our most current Password Policy.

All eLogic Genesis staff members are responsible for adherence to this Password Policy. This policy is intended to guide password use for all applications utilized to carry out the responsibilities of our respective positions.

## Strong Passwords

A strong password is required for every application we use which requires a password.

Passwords must meet the following requirements:

- A minimum of 15 symbols
- Any combination of non-sequential letters, numbers, or special characters
- Not easily guessable such as a birthdate of a family member, pet name, or other commonly used password types

## Password Protection

To protect our passwords, the following steps must be taken:

- Do not write your password down, anywhere, ever.
- Do not tell anyone your password. Not even Adam.
- Change your password every 90 days. You will be reminded.
- Do not repeat passwords more than once in a 365 day period.
- Do not use the same password for more than one website.

We may make updates to this policy at any time. All updates will be communicated to staff and are effective immediately.

Last update: 12/07/2020