



### THE KEY TO STRONG PASSWORDS

This resource summarizes key highlights presented in the associated Compliance Clips video.

[Click Here](#) for other compliance related resources.

Every employee at UConn and UConn Health has a professional obligation to protect access to University systems and data, and to safeguard their log-in credentials. To protect the sensitive and confidential information that you may have access to, please carefully consider the following:

- **Do NOT share your username, password or credentials with anyone for any reason.**
- **Do NOT allow a coworker, colleague or any other individual to access a system on your behalf using your credentials – including your supervisor or subordinates.**
- **Do NOT provide login credentials or personally identifiable information in response to any email.**
- **Do NOT write down your password or store it with corresponding account information or usernames.**
- **Do NOT store your password in an unencrypted file on your computer.**
- **Do NOT use your username as your password.**
- **Do NOT let anyone see you type your password.**
- **Do NOT sign others onto your account for their use, even if you do so without sharing your credentials.**
- **Passwords must be treated as confidential, protected information.**
- **Always remember to log off when you are no longer transacting in the system.**
- **Suspected security compromises or breaches related to system access/security must be reported immediately, and passwords must be changed.**

Strong password security habits, such as those referenced above, not only protect access to University systems, but also help mitigate the risks of:

- Violating University and State policies
- Compromising the integrity of online approvals
- Increased data misuse
- Exposing personally identifiable information (PII) to unauthorized users.

For your reference, links to applicable University policies and resources are below:

#### UConn

- [IT Access Control Policy](#)
- [University Password Standards](#)
- [IT Acceptable Use Policy](#)

#### UConn Health

- [Systems Access Control Policy](#)
- [Acceptable Use Policy](#)