

## Password Requirements

### In order to improve the security of your data, we require the following password rules:

- Must have at least six (6) characters
- Maximum length is sixteen (16) characters
- Must include at least one number (0-9)
- Must include at least one of the following symbols: @ - % \$ . #
- Cannot include user id or the word 'password'
- May not be reused unless they are more than six passwords old

### Also, please be aware that:

- User Ids are all lowercase
- Passwords are case sensitive
- Passwords expire every ninety (90) days
- Three (3) failed log in attempts lock the users account