



User Accountability

As a user of our information resources, you are responsible for all activity that takes place while using your user name. If the security of your user login is compromised, you are still responsible and liable for all activity under that user name. Thus, you must learn and take very seriously all issues related to information security (such as secure password practices).

As such, your passwords should not be:

- Written, e-mailed, or spoken.
- Shared with other people.
- Hinted at or made easy to guess.
- Used in sync with or duplicated by personal passwords or Web accounts.
- Shared when out of the office.
- Typed in or saved in electronic documents.