INFORMATION SHARING REPORT
May 10, 2021

Welcome:

Paul Kowalczyk has joined the City of Punta Gorda as a Right of Way Maintenance Worker I in the Public Works Department.

IT TIDBITS:

PASSWORDS – One Identity Password Manager
Reminder – Make Your Password Long & Strong!
Password Tips –

- Long passwords are good; long passwords that include random words and phrases are even better
- Include Numbers, symbols, upper and lowercase letters; Randomly mix up of symbols with letters
- Avoid using personal information; personal information is easily discoverable-such as birthdays, addresses
- DO NOT REUSE PASSWORDS; often compromised email address and passwords are leaked
- Keep your password under wraps. Do not share your password with anyone. Do not have in plain sight written down.

Examples of STRONG Passwords

Weak Passwords	Strong Passwords
Password	\ne2o.P1/
12345678	&k1cO_282.lim)
JimBob	(Tr35uR3_hun2er/}
joedoe120171	

Password resets are required to be changed every 90 days.
If you have not registered for **One Identity Password Manager** follow this link using your current login password – <u>Password Manager</u>
Once you have registered your account, you will be able to use this software to:
- Receive an email notification before your password is set to expire
- You will receive a reminder 12 days prior to your password expiring

1. Open the Self-Service site home page
2. Enter your network username (not email address)
3. Select the Manage My Passwords task
4. Follow the instructions in the wizard

- Update your network password
- Reset forgotten password when away from the office an extended absence
- Unlock your locked out account
- Your AS400 (Naviline) and network passwords should sync when changed
- If you have a City-provided Smart Phone, you are required to change your password at the same time.

Only register City-issued mobile devices – Personal wireless devices should not be registered.
If you are experiencing difficulties registering for the first time, please contact the Information Technology Help Desk at ext.3333