



**JANSONS INSTITUTE OF TECHNOLOGY**  
(AN ISO 9001:2008 CERTIFIED INSTITUTION)  
(Approved by AICTE, New Delhi & Affiliated to Anna University)  
Karumathampatti, Coimbatore - 641-659

**Password Management Policy**

On behalf of JIT Information Management System, we are committed to provide a secure platform for e-Learning activities via JiT eEDU Services and data storage via JIT Cloud. As a measure of precaution and to provide secure information transaction across JiT eEDU Services such as Moodle @ JiT eEDU and JIT Cloud, a Password Management Policy is being introduced and imposed immediately. As a result of this policy, all users will be forced to change their passwords as set by the policy requirements. Because of this, all users are supposed to login in to their account in any browser and change the password according to the policy. Mobile App users also need to change their password via browsers and re-login into their account in mobile app.

By this we are trying to maintain data integrity and avoid / reduce the user accounts being compromised / misuse.

**Password Management Policy: Minimum Password Requirements**

- All user-level passwords will expire every 90 days and must be changed.
- New passwords cannot be the same as the previous ten passwords.
- Passwords must be at least eight characters in length. Longer is better.
- Passwords must contain both uppercase and lowercase characters (e.g., a-z and A-Z).
- Passwords must contain at least one number (e.g., 0-9).
- Passwords must contain at least one special character (e.g., @, #, \$, %, &, \*).
- Accounts shall be locked after six failed login attempts within 30 minutes and shall remain locked for at least 30 minutes or until the HoD or Department JiT eEDU Coordinator unlocks the account.
- And in Moodle@JiT eEDU, users accounts not logged in for 90 days will get suspended automatically, until the HoD or Department JiT eEDU Coordinator re-activate the account.
- Update the users Profile with Active Email Address, through which password expiry remainder email and forget password mail will be sent.
- Preferably Use Two-Factor authentication in JIT Cloud

**Suggested Browser Preferences:**

- Always use updated version of Mozilla Firefox (Preferable) or Google Chrome
- Use In-Private Window in Mozilla Firefox or In-Cognitive Window in Google Chrome
- Do Not, Save any passwords in browser or use of auto sign in feature, which leads to data being compromised
- Always Set the browser settings to clear cookies and cache when quitting the browser (in Mozilla Firefox) or manually (in Google Chrome)
- Do Not Sync Email Accounts in browser



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**Other suggestions for Safety:**

- Keep your Operating System and Anti-Virus Software's Updated till date with valid subscription
- Enable FIREWALL in the Operating System
- Do Not use any FREE VPN Services
- Discard the usage of Pirated Software's, instead use Compatible Open Source Software's
- Do Not store passwords in email
- Never Ever Share your Digital Gadgets
- Never save passwords and never leave digital imprints in public / lab machines
- Never synchronize social media websites with email

**Refer the following important and MUST Do for Secure Browsing as per the Listed Guidelines in the following Websites**

University of Michigan : <https://safecomputing.umich.edu/protect-yourself/be-safe-online/web-browser-security-and-privacy>  
UC Santa Cruz : <https://its.ucsc.edu/software/release/browser-secure.html>  
VERA CODE : <https://www.veracode.com/blog/2013/03/browser-security-settings-for-chrome-firefox-and-internet-explorer>

**Be Aware Be Safe ; Educate Beloved Fellow Students !!!**

**Happy Learning !!!**