



NCO/NITRD Website, User Account and Password Policy

The following are the terms and conditions for NCO/NITRD User Account and Password

User Account Policy

- Users will only access the NCO/NITRD website for official business use
- Users will log off the website when not in use
- Users are not allowed to share account information with anyone
- Users will not logon to the NCO/NITRD website for someone else's use
- User is responsible of safeguarding their account information
- User will not redistribute or make public the information stored on the NITRD website

User Password Policy

- User will not write down or save their user name and password in a clear text file.
- User name and passwords can only be saved to a encrypted file system
- Account passwords will expire every 120 days
- Passwords are a minimum of 8 characters and should contain at least, 1 number, 1 uppercase letter and 1 non alphanumeric character found on a typical US keyboard.
- Passwords should not be shared with anyone
- User account will be locked out after 5 failed logon attempts

Users are:

- Expected to adhere with the terms and conditions stated above
- Encouraged to notify the NCO/NITRD web admin of all problems encountered while surfing the NCO/NITRD web pages
- Required to report abuse

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