SECURITY GUIDELINES FOR USERS

The first step in obtaining access to the eAdventist.NET system is to complete a User Account Authorization form (http://www.eadventist.net/doc/authorization.pdf). Be sure to indicate a valid email address (to be used as a system login name) and have your church clerk and pastor sign the form and then fax or mail it to your conference. When your user administrator creates your account you will receive an activation code by email. Use this activation code to choose a password that is memorable and secure according to the guidelines below.

YOUR LOGIN NAME

You must use a unique, valid email address as your login name. Your email/password combination is your online signature – just like the PIN on your bank account – and should not be shared even with family members or other office staff. If your email address changes, update it online or contact your conference user administrator.

YOUR PASSWORD

Your eAdventist.NET password…

1. Is case sensitive (mixing upper and lower case increases security).
2. Needs to be 6 to 20 characters in length.
3. Needs to contain at least one letter.
4. Needs to contain at least one number or special character (e.g. %!$)

Choose a “strong” password…

1. Mix upper and lower case.
2. Avoid dictionary words – password-cracking programs use dictionaries.
3. Avoid personally-traceable information, such as initials, family member names, birth dates, pets’ names, street address, license plate numbers, or social security number.
Keep your password safe…

1. Memorize your password if possible. If you need to write it down, keep it in your wallet and write down only the portion that is hardest for you to remember and memorize the easy portion.

2. Do not send your password to anyone via email – even if the request seems official.

3. You can change your own password and it is recommended that you change it at least once every six months.

4. Treat your password like a PIN number, you would not give anyone access to your financial accounts; don’t give anyone access to your data.

If you forget your password…

The password is encrypted and cannot be retrieved even by an user administrator. Contact your conference user administrator for a new activation code. You will be able to choose a new password when you reactivate.

If your eAdventist account gets “locked”…

After 3 unsuccessful attempts to login, user accounts will be locked. This is to prevent unauthorized users from guessing your password. Your account will automatically unlock after 1 hour. Contact your conference user administrator to unlock your account sooner.

Sample passwords…

a) Combine several short words with numbers, for example: Strike3Out, St9ars, look4U, Sun2Rain.

b) Use an acronym you’ve built from a phrase you’ll remember, i.e., The Lord is my Shepherd - TLims23.