Sign In

12/5/16

[signature illegible]

Kali Pippel

Greg _[illegible]_

Tim Donley

Amy _[illegible]_

[signature illegible]

PAUL SAPSFORD

Don Carlson

MOH DAOUD

Ian Brekke

Jim Gioia

Jeannie _[illegible]_

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INITIAL SAMPLE EMAIL DRAFT:

Due to California State recommendations for best practices for the Community Colleges, CLPCCD is implementing more stringent password requirements for computer access. This effects logging into computer workstations and your Outlook Web accounts which are the same. We are announcing this change in advance so staff can change their passwords now and not wait until the system requires them to do so.

We are asking that all users at their convenience create passwords that meet the following criteria

1. Minimum of Eight characters.
2. The password must contain a <u>minimum of three of the following four</u> types of characters:

   a. lowercase letters;
   b. uppercase letters;
   c. numbers;
   d. !, @, #, $, %, ^, &, | : ; " ' < > , . ? /

 You should not use the same password for at least three changes.

Your password should be changed every 180 days. You can change your password using a local workstation on campus or Outlook Web. The instructions for how to change your passwords for both the local workstation on campus and the remote Outlook Web can be found at the top of this district webpage: http://www.clpccd.org/tech/OutlookEmailMigration.php

<u>Implementation:</u>

After the beginning of the semester in January 2017, we will release another email reminding users of this request. Effective January 31, the password requirements will be enforced through system policy.

This simply means that the system will require you to change your password after 180 days since the last change. It also means that the system will not allow passwords that do not meet the new requirements. This does not mean that all users will be prompted immediately. This will depend on each individual user and how long their current password has been active.

Users could be prompted by either a Windows workstation, Outlook Web, or the Outlook Client on MAC. Changing the password will affect both computer workstations and your Outlook accounts which are the same.

Las Positas College - Technology Department

 **NOTE: You will need to re-enter your new password for any mobile devices linked to your email account. Instructions on how to change passwords on your Iphone/Ipad can be found at: http://www.clpccd.org/tech/documents/How_Change_Password_Email_IPhone.pdf

If you have any questions you can contact Stephen Gunderson <u>PLEASE DO NOT REPLY ALL to this email.</u>
Thank You.

Las Positas College - Technology Department

Update – Wireless Disclaimer

Welcome to the Chabot-Las Positas College District

Chabot-Las Positas College District provides Internet access points at no charge in selected areas for guests with portable computers or devices capable of receiving wireless signals. You will be able to access the Internet from your wireless device when sitting within range of an access point. Guests are expected to use the wireless access in a legal and responsible manner. By using this wireless access network, the user acknowledges that he/she is subject to, and agrees to abide by all laws, and all state and federal rules and regulations applicable to Internet use.

Terms and Conditions of Use

Guests will need a notebook/laptop computer or other device equipped with a wireless card that supports the WiFi standard.

Chabot-Las Positas College District assumes no responsibility for the safety of equipment.

Security Considerations

Wireless access is by nature an insecure medium. As with most guest wireless networks, any information being sent or received over the Chabot-Las Positas College District wireless network could potentially be intercepted by another wireless user. Cautious and informed wireless users should not transmit their credit card information, passwords and any other sensitive personal information while using a wireless connection.

Anyone using the Chabot-Las Positas College District wireless network is forewarned that there can be no expectation of privacy when using the wireless network. Users assume all associated risks and agree to hold harmless Chabot-Las Positas College District and its employees for any personal information (e.g. credit card) that is compromised, or for any damage caused to users' hardware or software due to electric surges, security issues or consequences caused by viruses or hacking. All wireless access users should have up-to-date virus protection on their personal laptop computers or wireless devices, as well as staying up-to-date with applicable OS security patches.

Disclaimer

Chabot-Las Positas College District is providing wireless connectivity in this facility as a guest service and offers no guarantees that any use of the wireless connection is in any way secure, or

Las Positas College - Technology Department

that any privacy can be protected when using this wireless connection. Use of this wireless connection is entirely at the risk of the user, and Coast Community College District is not responsible for any loss of any information that may arise from the use of the wireless connection, or for any loss, injury, or damages resulting from the use of the wireless connection.

Agreement

By entering "I agree" below, you are entering into a binding agreement.

Password Policy Update - An email on this topic will sent to all LPC staff to let them know the details and dates of implementation. They will have well over a month to digest the information. Then another reminder email will be sent right before the policy is implemented. By this time most users should have changed their password per the instructions in the first email.