

# FAITH BIBLE CHURCH WEB SITE USER SECURITY

May 2007

## LOGIN ACCOUNTS

Accounts (Login ID's and passwords) are assigned to FBC Family individuals age 13 or older upon request and at the pleasure of the Board of Elders. To protect the church's interests, the FBC Elders, staff, or Web Team may close any account at any time and without notice.

## YOUR RESPONSIBILITIES

### 1. KEEP YOUR ACCOUNT SECURE.

It is **your** responsibility to keep your account secure. If you do that, our church web site will be more secure.

- \* Choose a good password and protect it (see the guidelines below).
- \* **Never** allow anyone else to know or use your account Login ID and password.
- \* **Never** use anyone else's account, with or without their permission.

Any activity generated by your account is **your** responsibility. This includes use of a "generic" Login ID and its password assigned to a ministry head.

### 2. DO NOT SHARE FBC "FAMILY" INFORMATION.

Do not share, outside of the FBC fellowship, any information on the "Family" side of the web site (the information that you have to "login" to reach, such as missionaries and the online directory).

Do not extract or download this information from the FBC website.

## CHOOSE YOUR PASSWORD

The Web Team will assign your Login ID and initial password.

Change your initial password immediately to one of your choosing. You may change your password in the pop-up Login Security Window on the FBC web site.

Here are some guidelines for password selection:

- o Use at least six characters -- 8 or more is better.
- o Use mixed-case letters.
- o Use some non-alphabetic characters (digits or punctuation).
- o Use a password that is easy for you to remember or reconstruct (see password phrases below).
  
- o DON'T use your Login ID in any form (as is, reversed, capitalized, doubled, etc.).
- o DON'T use your first, middle, or last name in any form.
- o DON'T use the name of your spouse, child, friend, relative, or pet.
- o DON'T use the reverse spelling of any of the above names.

- DON'T use any given name, even of imaginary characters in a book, TV show or movie -- if you've read it or seen it, it's in a password-buster's wordlist somewhere.
- DON'T use a word or place name contained in any dictionaries, spelling lists, or other lists of words. Plurals are no good either, nor is a word with a numeral on the end or substitutions of "1" for "i" or "l" and so forth.
- DON'T use information associated with you, such as your house number.
- DON'T use a password that you are using (or have used) for some other purpose, such as your PIN at the bank or your password to another system.
- DON'T use a password of all digits, or all the same letter, or based on the position of keys on a computer keyboard.

Passwords based on a pass-phrase are easier to remember. This phrase can be a set of words taken from a book, a song, a quotation, or anything else that you always can recall. The following examples below meet all the requirements for length, and combination of letters (upper- and lower-case), symbols, and numbers.

- *Pass-phrase:* "Four score and seven years ago, our fathers..."
- *Password:* Fs&7yAoF
- *Pass-phrase:* "My Son is 5 years old"
- *Password:* Msi5!Yold
- *Pass-phrase:* I have lived in California for 5 years
- *Password:* lhliCf5#y

*The result* - Derived by choosing the first letter from each word, using a mixed case of letters, and adding a non-alphabetic character and a number.

The next example **is not** a good one:

- *Pass-Phrase:* "funny bone"
- *Password:* "phnyb0ne"

*The result* - Derived by combining the two words funny and bone, changing "funny" to "phny" and substituting the "o" with a "0" (zero).

This password could easily be guessed as it spells out "funny bone" phonetically. Also, the words funny and bone are related and you will find the combination defined in dictionaries. The password does not contain upper-case letters, and symbols.

## PROTECT YOUR PASSWORD

- DO change your password regularly, at least every six months.
- DO change your password immediately if the current one was observed, stolen, or used by someone else.
- DO change your password if you have visited another city or campus and logged on from a system there.
- DO **log out** when you finish using the FBC "Family side" of the web site.
- DON'T use a password you have used before.
- DON'T write your password anywhere, or store your password on your computer, or include it in the configuration files of any scripts or programs you run.
- DON'T send your Login ID or password in email or include them on an Internet page.
- DON'T leave a logged-in session unattended.