A password is a secret that allows the use of an account and needs to be memorised by the individual whose identity they represent.

Password length MUST be a minimum of 12 characters and a maximum of 28 characters.

The passwords used for Brunel authentications must be unique and not used on any other service provision (e.g. Gmail, Amazon, Dropbox).

Complex passwords MUST be used, including mixed case, digits, and special characters.

Acceptable characters include the following:
- Upper case letters = "ABCDEFGHIJKLMNOPQRSTUVWXYZ"
- Lower case letters = "abcdefghijklmnopqrstuvwxyz"
- Digits = "0123456789"
- Special characters = "! @ # $ % ^ & * ( ) { } : ; < > , . ? / + - _ = | ' " [ ] ~ \ "

At least 1 character from all of above 4 groups MUST be used in the password where possible.

Passwords (but not user id) are case sensitive.

Having the user name or ID as a part of (or the whole of) a password IS NOT allowed.

An account lockout occurs for 30 minutes after at 5 incorrect attempts.

The last 7 (seven) passwords used, will be retained and re-use will NOT be permitted.

Passwords MUST NEVER be stored in text in any application or on any system.

Passwords MUST NOT be sent or emailed in text format and NEVER together with the User ID in the same message or email.

You cannot change a password within 24 hours between password changes.

The university reserves the right to enforce restrictions on certain password choices that can be simply compromised, such as easily guessed passwords, passwords that can be easily normalised (e.g. substituting 0 for an O, 1 for L), global and custom banned words and unique but easily identified Brunel University syntax.

The display and printing of account passwords must be hidden or otherwise obscured so that unauthorised parties will not be able to observe or subsequently recover them.

If an account is suspected of being compromised or there is evidence of suspicious misuse, please advise IS immediately.

The use of a Password Manager to create and remember strong, unique passwords for every website and application is recommended - KeepPass is the recommended solution for Brunel PCs.