

Stronger Password Requirements

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Due to an increase in cyber-attacks targeting the health care industry, HPH has implemented a Password Policy Enforcement tool. This tool will prevent anyone from selecting an HPH network password known to have been compromised in a previous breach.

Password Requirements

REQUIRED

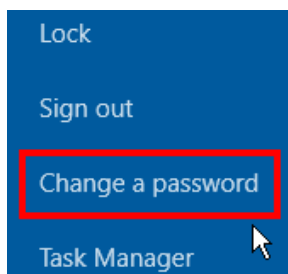
- At least 8 characters (longer is preferred)
- At least three 3 of the following characters
 - Uppercase
 - Lowercase
 - Number
 - Special Character

NOT Allowed

- Cannot match last 8 passwords
- Cannot end in a number
- Similar to
 - Current password or login name
 - Your name
- A common password like 'Passw0rd'
- A keyboard pattern like 'qwerty'
- A character pattern like '123' or 'abc'
- A repeating pattern like 'PassPass'
- More than 2 repeating characters
- HPH acronyms like 'HPH' or 'SMC'
- State-wide commonly used words like 'Hawaii' or 'Aloha'

Changing your Password

- From **on-site**: press the Ctrl + Alt + Delete keys (at the same time), then click **Change a password**

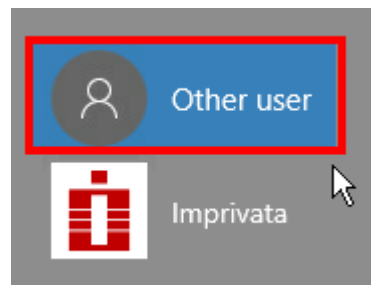


- From **Remote Desktop Connection**: press the Ctrl + Alt + End keys
- For **Macs**: press the Fn + Control + Option + Command + Right Arrow keys (via **Remote Desktop Connection**)
- From **Windows 10 VDI**: press the Ctrl + Alt + Delete button (on the black bar at the top of the screen)



Notes

- Password changes should be done on standard HPH desktop computers (or via the HPH Portal if working remotely). Do *not* use autologon or patient room zero client computers
- Password changes can be done via the Imprivata login screen. However, the new password requirements will not be visible
- To change your password *outside* of the Imprivata login screen:
 - Click **Cancel** on the following login screen, then click the **Other user** button (located on the bottom left hand corner)

 A screenshot of the Imprivata login screen. The screen displays the Hawaii Pacific Health logo (Kapiolani, Pali Momi, Straub, Wilcox) and the Imprivata powered logo. There are input fields for User Name, Password, and a dropdown menu for Log on to (set to HPH). At the bottom, there are OK and Cancel buttons. The Cancel button is highlighted with a red box.


- 6-digit numeric accounts are also subjected to these new requirements. (These accounts are typically used for logging into Employees' HERO)
- Password changes should be done from Windows and *not* from within Epic

For guidance in selecting a password please contact the IT Service Desk at: 535-7010 or 522-2688 (O'ahu), or 245-1212 (Kaua'i).

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