

## Passphrase Requirements

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The HPH Password Policy has been changed to increase the minimum number of characters to 15 or more. Users can change their password at any time or wait to be prompted based on the previous 6 month expiration timeframe. The new password expiration date will be extended to 12 months.

### Passphrase Requirements

#### **REQUIRED**

- At least 15 characters (longer is preferred)
- At least two (2) of the following characters
  - Uppercase
  - Lowercase
  - Number
  - Special Character

#### **NOT Allowed**

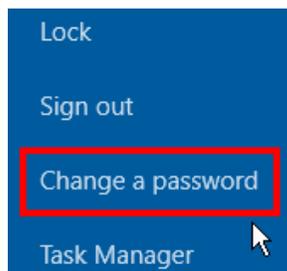
- Cannot match last 8 passwords
- Cannot be similar to:
  - Your login name
  - Your name
- More than 2 repeating characters

Examples:

**Thistomeisbetter** ✓ or **This 2 me is mo betta** ✓

### Changing your Password

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



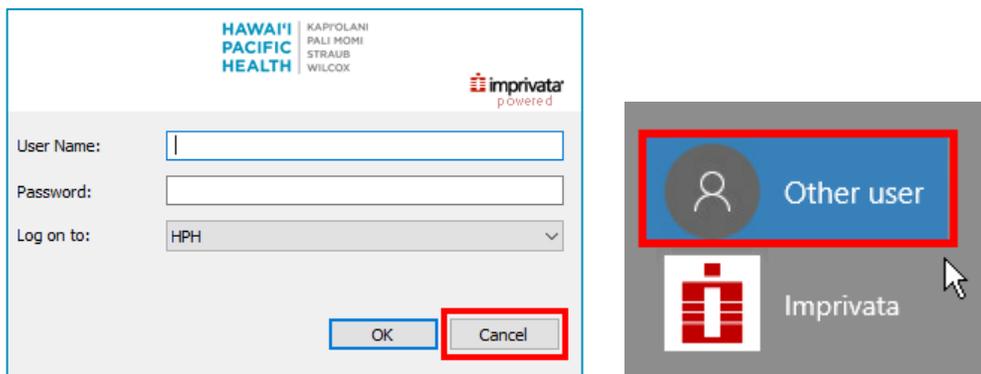
- From **Remote Desktop Connection**: press the Ctrl + Alt + End keys
- For **Macs**: press the Fn + Control + Option + Command + Right Arrow keys (via **Remote Desktop Connection**)

- 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)



- When possible password changes should preferably be done from Windows and *not* from within Epic

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

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