

## MEMORANDUM

TO: All Employees

FROM: Information Technology Services (ITS)

SUBJECT: **PASSWORD POLICY CHANGE**

Information Technology Services (ITS) is in the process of implementing a new application called P-SYNCH which will allow employees to control the resetting of their own passwords. P-SYNCH will synchronize all passwords for the mainframe (CICS) and the Dadeschools network (Intranet and District E-mail). This means that a single password will be used for all of the accesses.

Phase I of the implementation will begin on Monday, July 11, 2005. On that date, the required length for the CICS password will be to eight digits. The password must contain at least one letter and one number. The password **cannot** contain your employee number and should not contain you name.

Your current password will not be affected by this change until your password expires or you choose to change your password. The next time you change your password you will be required to enter eight characters.

If you have any questions regarding this process, please call Support Services at 305-995-3705.