

## At a Glance

### General

#### 1.7 Passwords

[Consult the Password policy in the online Policy Manual.](#)

Concordia College is committed to protecting the confidentiality, integrity, and accessibility of the information it owns or controls, passwords must be created and protected in a manner that minimizes the likelihood of unauthorized persons gaining access to the assets they protect. Accounts holders are held responsible for any activity done under their account. Passwords should be unique and must not be shared.

It is the responsibility of each account holder:

1. To create a password for each application
2. To not share passwords with anyone
3. To protect passwords from unauthorized use
4. To change passwords at intervals specified in application's procedures
5. To immediately notify the Chief Information Officer (CIO) if they believe their password has been compromised.



Contact the Human Resources Department at 218.299.3339 or email at [hr@cord.edu](mailto:hr@cord.edu).