

<p>TOPEKA PUBLIC SCHOOLS</p> <p>SUBJECT:</p> <p>COMPUTER PASSWORDS AND SIGN-ONS</p>	<p>REGULATION NUMBER: 2930-3</p> <p>DATE OF ISSUE: 09/15/92</p> <hr/> <p>REVISIONS:</p> <hr/> <p>PREPARING OFFICE: BUSINESS SERVICES</p>
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I. PURPOSE:

To set guidelines for the use of computer sign-on codes, sign-on passwords, and personal identification codes.

II. PERSONS AFFECTED:

All personnel using mainframe computer data.

III. DEFINITIONS:

- A. User ID is a name used to identify the user when signing on to the mainframe computer system.
- B. Sign-On Password is a word which, along with the user ID, is a person's key to the mainframe system.
- C. Program Password is a word which allows entry into a specific program and may control which functions the user is allowed.
- D. Personal Identification Code is a four-letter or number code used to approve transactions.

1. Computer User ID and Sign-On Passwords:

Employees who require access to computer data should have their own User ID and Sign-On Password.

- a. User ID and Sign-on Passwords should not be shared.
- b. Any time persons leave a computer, even for a short time, they should sign out of their system so an unauthorized person cannot gain access to the data.

2. Personal Identification Codes and Program Password

COMPUTER PASSWORDS AND SIGN-ONS (Continued)

- a. A Program Password will be assigned to the person responsible for a program and should not be shared.**
- b. A Personal Identification Code will be assigned to the person responsible for authorizing expenditures for a program and should not be shared.**
- c. The person to whom Program Passwords and Personal Identification Codes are assigned is responsible for their use or misuse.**