

## iAdvantage Web System Security Guideline

---

There are certain security practices and guidelines that users are recommended to follow to minimize the potential system misuses:

- Secure your user ID and password. Do not disclose your password to others
- Control access to your computer. Log off whenever you leave your computer
- Change your application password every 90 days. Use at least 8 characters as password. Use a mix of alpha and numeric characters.
- For passwords, do not use family names, birthdays, sports teams' names, or words that can be found in the dictionary.
- For passwords, do not use consecutive keys on a keyboard or all the same character.
- Use new passwords. Do not use increments of old passwords.
- If you believe your password has been compromised, change it immediately.
- Memorize your password rather than writing it down somewhere.
- Use a screen saver that requires the use of a password to reactivate the computer
- Install security updates from trusted sources promptly

## In case of Suspected Security Incident

---

Notify iAdvantage Customer Services immediately of suspected security incidents at 2208-8800 or by email [cs@iadvantage.net](mailto:cs@iadvantage.net).

Notify iAdvantage Customer Services at 2208-8800 or by email [cs@iadvantage.net](mailto:cs@iadvantage.net) when users have been terminated or changed positions to have their access to the system terminated.