

# Hardee County Schools Password Procedure

## Password Creation and Change:

1. Every user shall have a Password.
2. The password shall be at least 6-8 characters in length and contain both letters and numbers.
3. The user password change will be required after 30 days for admin staff including all those using McAleer or Genesis software.
4. The password change will be required after 60 days for teachers and tutors
5. Each password will need to be unique, with no password being reused
6. The user will be notified at login that their password needs to be changed.
7. If the password is not changed within 3 logins, the user account will be locked.

## Normal Password Usage:

1. Users will be given 3 attempts to input the correct password.
2. When the attempt threshold is passed the user's account will be locked.

## Password Recovery:

1. When an account is locked, the user should contact the local MIS representative for that school \*\*\*Listed Below
2. The password will then be changed to whatever the user desires that meets the above criteria.(this applies for both normal password usage and password changes)
3. The MIS rep at each school will then take that individual through procedures for changing his/her password again for security purposes.

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Matt Walker-Pioneer Career Academy, Zolfo Springs  
Elementary

Darrell Swafford-North Wauchula Elementary

Aaron Markel-Bowling Green Elementary

David Green-Wauchula Elementary

Adam Williams- Hardee Junior High School

Alex Gilliard- Hardee Senior High School