



## **Email Password Reset Policies:**

- Characters allowed -
  - Uppercase characters (A - Z)
  - Lowercase characters (a - z)
  - Numbers (0 - 9)
  - Symbols:  
@ # \$ % ^ & \* - \_ ! + = [ ] { } | \ : ' , . ? / ` ~ " ( ) ; < >  
blank space
- Characters not allowed - Unicode characters
- Password length -
  - Minimum password length: 8 characters
  - Maximum password length: 256 characters
- Password complexity - Password must contain three out of four of the following conditions:
  - Uppercase characters
  - Lowercase characters
  - Numbers
  - Symbols
- Password not recently used - When a user changes their password, the new password should not be the same as last 3 old passwords
- New password should not contain a character more than 3 consecutive times.
- New password should not contain 5 consecutive characters from Username.
- Users are advised not to use below mentioned keywords in their password:
  1. PNB, Bank, Mail, ZNC, OBC, UNI, UBI, asdf, abcd, Qwerty, Password.
  2. Username/Employee ID.
  3. Division/Department Name.
  4. Month's Name and Year.