

EZPRO AGREEMENT

I understand that I am responsible for my user ID and password and **must not share or save it**. If I am found to be in violation of, or to have violated, this policy I may be subject to disciplinary action, up to and including termination of employment.

Password must be created and managed in accordance with this section:

- ❖ New Password cannot be the same as the previous passwords
- ❖ Password must be at least eight character in length
- ❖ Password must contain both uppercase and lowercase characters (e.g., a-z & A-Z)
- ❖ Password must contain at least one number (e.g., 0-9)

Furthermore, passwords should not be shared with anyone for any reason. All passwords are to be treated as sensitive, confidential information. If someone requests your password(s), please inform him or her that you cannot provide that information and to contact the IT Tech about the request. If you suspect your account or password has been compromised, report the incident immediately and change all related passwords.

It is prohibited to save your password on your desktop or on any website. Disciplinary action will be taken and up to and including termination of employment.

First Name & Last Name:

Date: _____

Signature:

Information Provided By Human Resources:

Username: _____

Password: _____