

## Petrinex Strong Password Standard

Jurisdiction	Release/Revision Date	Location of Change in this Document	Comment
AB/SK/BC	February 27, 2019	This tip replaces T124 Strong Password Standard and Tip 042 Security Best Practices: Passwords	Initial Release

**Audience:** All Stakeholders

**Purpose:** This tip is to remind users that there is a strong password standard required in Petrinex for all system-generated and user-generated passwords and to inform users of changes to the password standards effective February 28, 2019.

**Key Principles:** The Petrinex strong password standard adopted by Petrinex is undergoing updates to keep current with IT Security Best Practices. These updates will be released in two stages:

On February 28, 2019:

- Password minimum length will increase from 8 to 12 characters;
- Minor edits will be added to prevent use of user id, first or last name;
- Password age rules will change so that your password will need to be changed by Petrinex close of business on April 26, 2019. If your password is older than 60 days on February 28 you will be prompted to change it right away.

On April 27, 2019

- The second set of technical changes will be applied.
- All passwords changed after February 28 will be valid for 300 days from date of change.
- Any users that have not updated their password between February 28 and April 27 will be inactivated and will need to be reactivated.

## User reactivation and resetting password:

1. To reset your password
  - Follow the system prompts when asked to change your password during the logon process
  - Use the menu option Admin Functions; Security; Change Password
2. If a user password has expired or the id has been inactivated:
  - Contact your company's User Security Administrator (USA) to have their password reset. If you do not know who your USA is, contact the Petrinex Business Desk at [Petrinexsupport@petrinex.ca](mailto:Petrinexsupport@petrinex.ca) or 403-297-6111 or toll free at 1-800-992-1144., who in turn will contact the BA's USA or backup on your behalf.
3. If a User Security Administrator (USA) or Backup USA password has expired or inactivated:
  - **In Alberta**, contact Alberta Energy Crown Land Data at 780-422-1395 to reset the USA or backup USA password.
  - **In Saskatchewan**, contact ER Service Desk at 1-855-219-9373 to reset the USA or backup USA password.
  - **In British Columbia**, contact the OGC Service Desk at [servicedesk@bcogc.ca](mailto:servicedesk@bcogc.ca) to reset the USA or backup USA password.

## Strong Password Requirements

A strong password is required in Petrinex for all user passwords.

A strong password must contain characters from three of the following four categories:

- At least one lower case letters
- At least one upper case letters
- At least one number from 0 to 9
- Special symbols, such as: ~ ! @ # \$ % ^ & \* \_ - + = ` | \ ( ) { } [ ] : ; " ' < > , . ? /

Your password:

- Must be a “strong” password, as detailed above.
- Is case sensitive.
- Must have a **minimum** length of **12** characters.
- Can have a **maximum** length of **20** characters.

NOTE: You **will not** be able to:

- Reuse any of your most recent 10 passwords.
- Use a password that contains your username.
- Use a password that contains any part of the user's first name or last name

### **Choosing Strong Passwords**

The objective when choosing a password is to make it as difficult as possible for someone to detect. A strong password is sufficiently large, random, or otherwise producible only by the user who chose it. The use of strong passwords acts as a firm deterrent against password guessing attacks.

#### **What not to Use:**

- Do not use your login name in any form (as-is, reversed, capitalized, doubled, etc).
- Do not use your first or last name in any form.
- Do not use your spouse's or child's name.
- Do not use other information easily obtained about you. This includes licence plate numbers, telephone numbers, Social Insurance Numbers (SIN), the make of your automobile, the name of the street you live on, etc.
- Do not use a word contained in (English or foreign language) dictionaries, spelling lists, or other lists of words.

#### **What to Use:**

- Do use a password with mixed-case alphabetic characters.
- Do use a password with non-alphabetic characters, e.g., digits or punctuation.
- Do use a password that is easy to remember, so you don't have to write it down.
- Do use a password that you can type quickly, without having to look at the keyboard. This makes it harder for someone to steal your password by watching over your shoulder.

And finally, do not share your password with anyone. Your password and the secrecy of it is an integral part of the security protection of your personal information.



TIP

**More information:** Please contact the Petrinex Business Desk.  
# 403-297-6111  
# 1-800-992-1144 (Toll Free)  
E-mail [petrinexsupport@petrinex.ca](mailto:petrinexsupport@petrinex.ca)