TIP

Petrinex Strong Password Standard

Jurisdiction	Release/Revision Date	Location of Change in this Document	Comment
AB/SK/BC/MB	October 5, 2022	This tip replaces T286 – Strong Password Standard	

Audience: All Stakeholders

Purpose: This tip provides users with an understanding of the Petrinex strong password standard, and the difference between passwords and passphrases.

Strong Password Requirements

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

A strong password <u>must contain</u> 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 24 passwords.
- Use a password that contains your username.
- Use a password that contains any part of the user's first name or last name

Password versus Passphrase

Secure passwords are often complex and use random characters, making them difficult to remember. Having to create another difficult-to-remember password often results in users "recycling" passwords by slightly changing the same password over and over again.

Passphrases contain alphanumeric and special characters but can also include spaces (by hitting the spacebar) and punctuation (up to 127 characters in length. Passphrases are easier to remember because the user can create a passphrase that is meaningful to them. It is recommended that users use long, complex non-dictionary passphrases instead of traditional passwords.

Example of Creating a Secure Passphrase:

Step 1: Start with a phrase that's meaningful to you:
- I love to swim in the mornings

Step 2: Replace the words with characters or shorthand:
- I = 1
- Love = <3
- Swim = $w1m
- Mornings = AM
- I love to swim in the mornings = 1<3$w1mAM

You can add other special characters: spaces or emoticons

- 1 <3 $w1m AM :)

Choosing Strong Passwords/Passphrases

The objective when choosing a password/passphrase is to make it as difficult as possible for someone to detect. A strong password/passphrase is sufficiently large, random, or otherwise producible only by the user who chose it. The use of strong passwords/passphrases 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.

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.

Who to Contact if you Require a Password Reset:

If a user password has expired or the id has been inactivated contact your company's User Security Administrator (USA) to have your password reset. If you do not know who your USA is, contact the Petrinex Business Desk at 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.

If a User Security Administrator (USA) or Backup USA password has expired or inactivated, contact the following to reset the Primary_USA or Backup_USA password:

In **Alberta,** contact AE Crown Land Data at 780-644-2300.

In **Saskatchewan,** contact ER Service Desk at 1-855-219-9373.

In **British Columbia,** contact the OGC Service Desk at servicedesk@bcogc.ca.

In **Manitoba,** contact the Mining, Oil & Gas Branch at petroleum@gov.mb.ca or 204-945-1119.

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

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