PASSWORDS

PASSWORDS AND SECURITY

We’ve all been there. You’re sitting in front of your computer staring at what seems like the 50th screen today asking for a password. Which password do they want this time? Most of us have dozens of passwords floating around in our heads and it can get very frustrating trying one after another. So what’s the solution?

Many people think the best idea is to just make all your passwords the same thing. The IT Department and the majority of security professionals will tell you that that’s not the best answer. If some unscrupulous individual gets hold of a password from just one location, they’ve got all your passwords. And once they have that, they can get into everything you have access to and that includes our network. So again, what’s the solution?

Although it can get complicated, you should have different passwords on different systems. The most secure passwords are a combination of letters and numbers. You should not use your first or last name in any form. Don’t use information about yourself that may be easily obtained (your birth date, phone number, etc). If you must write down your passwords, don’t put the list in an obvious place – like taped to your monitor. File them away somewhere so you can find them easily if you forget what they are.

CHANGING YOUR NOVELL PASSWORD

For those of you using the Novell system, the very first time you log in and then every 90 days after that, you will be told that your password has expired and you will get a prompt asking “Do you want to change your password?” Just say “NO” at this point. It may ask up to 3 times and you should just keep saying NO. After you are logged in, click on:

- The “Start” button (usually lower left of your screen)
- Then select “SPH Network Applications”
- Then select “Network Utilities”
- Then select “Change Network Password”

You will get a screen that first asks for the old password and then after you enter it, you will be asked to pick a new one (minimum of 8 characters). You will have to enter the new one twice, then it might ask if you want to synchronize with other servers, say “YES”. (This will then make the same password change on the SAFS server, for example) Your Novell password has now been changed.

This only changes your Novell password. Your Eudora email password does not get changed through this process.

CHANGING YOUR EUDORA (OR UNIX) EMAIL PASSWORD

To change your Eudora or UNIX password, click on:

1. The “Start” button (usually lower left of your screen)
2. Then select “Run”
3. Type: “telnet.exe hsph.harvard.edu” (without the quotes) and click on “OK”
4. A login screen will appear asking for your username and then your password. Type in your current Eudora (UNIX) password.
5. When you get to the “hsph%” prompt, type “passwd” (without the quotes).
6. You will be asked to enter your current password again and then asked to enter a new one. The new one must be between 6 and 8 characters and must include at least 1 (one) number and at least 2 letters. Keep in mind that the password is case sensitive. You will be prompted to enter your new password twice.
7. After your password has been successfully changed, type “logout” and hit “Enter”. Your Eudora (and UNIX) email password has been changed.
**NEW DIRECTOR OF ADMINISTRATION AND OPERATIONS**

Effective January 1, 2000, Mary Jane Curran was named the Director of Administration and Operations reporting to Paul Riccardi, Dean for Administration and Operations.

Mary Jane has worked at the School of Public Health for over 13 years. All of her time here has been in the Operations Department, starting as a part-time Staff Assistant. In her new position, she will oversee all functions of the Operations group. Join us in congratulating Mary Jane and wishing her the best in her new position.

**FIRE ALARM SYSTEM ADDENDUM**

In the event that a permanent or temporary disability prevents someone from using the stairs in an emergency, please follow the procedures noted below:

1. Call HUPD at 2-1212. Give them the building, room and phone number of the disabled person as well as the nature of the disability (i.e., wheelchair bound, using crutches, cardiac or respiratory problems, etc.) that would prevent evacuation by stairs.

2. Emergency personnel will be directed to the site. Please, if possible, stay at the location given the police, or suggest an alternate location if the emergency (fire, smoke) is close to your office or lab. A stairwell landing or restroom may offer temporary shelter.

**DID YOU KNOW...?**

The average American contributed 1,570 pounds of solid trash to the world last year along with 5.6 pounds of hazardous waste and 3.613 pounds of sewage.

**CONSTRUCTION NEWS**

**Kresge Building, Bathroom Renovations**

Bathroom facilities on floors two through ten in the Kresge Building are slated for minor renovations starting in late April and continuing into May until completion. The work includes replacement of wash counters, sinks, faucets and painting. One day will be required to complete the installation of the new fixtures and painting. Procedures will be performed during off hour’s time. A project schedule will be posted in advance of the work date on each floor in the lobby area and on the entry door to the bathroom.

**RECYCLING AT HSPH**

White paper recycling was introduced at HSPH in the spring of 1990. At that time, recycling technology dictated that only a small amount of colored paper could be introduced into the mix and still maintain an acceptable product for the recycler. You may still have wastebaskets stating “white paper only” in your office, but you may now add colored paper and cardboard. However, plastic, glass and cans, along with any food is a definite no-no in these baskets.

Glass and aluminum cans are collected in specially marked containers scattered throughout the School. Plastic recycling is currently limited to programs maintained by vendors and essentially involves laboratory items. If you presently order large shipments of materials contained in plastic cartons or shrink-wrap, please ask the supplier for an alternative form of packaging.

All of this is not without cost. The Longwood campus is presently billed approximately $20,000 per year by our recycling contractor and is limited to paper and cardboard items. Please do not compromise any of these programs by introducing incorrect items into any of the waste streams.

Next month... procedures for computer recycling.