



For access to the MARS Reporting & Querying, all users will be issued a user ID and password. When resetting or changing passwords, the users must adhere to the following Department of Commerce policy for user application passwords:

- Passwords must have at least twelve (12) non-blank characters.
- Passwords must contain characters from at least three of the following four categories:
  1. English upper case characters (A...Z);
  2. English lower case characters (a...z);
  3. Base 10 digits (0...9); and
  4. Non-alphanumeric (For example, !,\$#%).
- Passwords must not contain the user's account name or parts of the user's full name that exceed two consecutive characters.
- Six of the characters must not occur more than once in the password (e.g., 'AAAAAA1n#!' is not acceptable, but 'A%rmp2g1n#!' and 'A%ArmA2gA1n!' are acceptable).
- Passwords must not include any of following: vendor/manufacturer default passwords, names (e.g., system user names, part or all of your account name, family names), words found in dictionaries (i.e., words from any dictionary, spelled forward or backward), addresses or birthdays, or common character sequences (e.g., 3456, ghijk, 2468).
- Passwords must be changed as follows:
  - At least every 60 days;
  - Immediately if discovered to be compromised or one suspects a password has been compromised;
  - Immediately if discovered to be in non-compliance with this standard; and
  - On direction from management.
- Do not reuse a password you have used any of the last 8 times you have changed your password or more recently than 2 years from when you last used the password.