

# Information Sheet

## Sharing Accounts

Sharing accounts is a violation of usage policy. You must use your account with your password. No one else is allowed to use your iPrism, Microsoft, or any other accounts, unless specifically approved. You are also not allowed to use anyone else's accounts. **Do not share accounts.**

## Passwords

**Treat your passwords as if they were your bank PIN #.**

- Do not share your password.
- When creating a password, do not copy a previous password or a current one. Each password needs to be different in some way. If you try to update your password with the same or a previous password the system will not allow it, because it keeps track of the previous passwords.
- Your iPrism account and your Microsoft account are different and should not have the same passwords.
- Do not leave your password anywhere. Do not put it on a sticky note on your computer.
- You can have your passwords written down in a personal secured area. Examples: In your purse, a personal journal, on a USB disk (also known as Flash Drive, Thumb Drive).

## Microsoft Office Account and Password

Your Microsoft account's password does not expire.  
If you are having issues with your Microsoft account password, please send in an IT Request.

Your Microsoft account allows you to utilize Outlook, OneDrive, and the Office Suite.

## Disinfecting Devices

Devices can be disinfected. It would be best to use the vinegar and water solution provided. Please do not use these on your devices:

- Bleach
- Harsh cleaners

You can also use a dry part of the cloth, or a separate dry cloth to remove any excess left behind.