

## **Statewide Colorado Registration and Election system (SCORE) Password Application Form**

This Security Agreement describes the standards that have been established for users of the SCORE II system. Each user will be required to read and sign that they understand and will adhere to these standards before access will be granted.

The SCORE II Application and system architecture were designed with comprehensive security features. In addition to the technology, user access of the system must follow established standards for safeguarding data integrity and system availability.

### **Password Etiquette**

- User ID's and passwords are to be kept strictly confidential. Do not give your ID or password to anyone, even your supervisor. Do not write your ID and/or password down as you have no control over those who may find it and use it inappropriately. Each user is responsible for all actions associated with this Logon ID and password and will be held accountable for any improprieties regarding its use. Penalties for sharing passwords can be severe and could include disciplinary action up to and including loss of access to the SCORE application.

### **Password Expiration**

- To reduce the possibility of a system being 'hacked', or a user obtaining a password they are not permitted to use, user account passwords will expire every 3 months. When the password expires the user will be prompted for a new password; the new password must be entered twice for confirmation. Passwords may be changed by adding a new symbol or number to its beginning thus making it easier for you to remember. For example, "8MyDogWolf" could then become "9MyDogWolf". Again, never write your password down.

### **To ensure additional security, users should**

- Log off of the computer system or Lock the screen on their computer if they are going to be out of sight of their computer for an extended period of time.
- Protect their password from disclosure to others.
- Choose passwords that are not obvious. A good password includes a combination of letters and numbers.
- Not write their passwords down.
- Note: above we say they should not give out the password to anyone and that the penalty for doing so could include loss of access. Best not to set a standard and then allow for it to be ignored. Report a compromised ID or an inactive ID to the SCORE Help Desk.
- Report a compromised password to the SCORE Help Desk.

Users are allowed to change the password on their account at any time. Should you forget your password, contact SCORE Help Desk. A generic password will then be assigned to you, which you will change immediately.

- Users may not try in any way to obtain a password for another user's account.
- The county security administrator will create Logon-ids with access privileges as defined by the data owners. The administrator is responsible for security implementation and will ensure the necessary resources for maximum system availability. The administrator is the final judge regarding logon-ids and matters relating to the security system as a whole. Reasonable controls

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such as audit trails and separation of function will be employed wherever possible. Experienced security auditors will periodically verify the accuracy and control of the security system.

- Users must respect the integrity of computing and network systems; for example, users shall not intentionally develop or use programs that harass other users or infiltrate a computer, computing system, or network and/or damage or alter the software components of a computer, computing system or network.
- Users must not use the network resources to gain or attempt to gain unauthorized access to remote computers.

**Workstation Safeguards**

- You are responsible for maintain proper workstation configuration, especially in regards to the anti-virus and anti-spyware applications that safeguard your environment.
- Remain with your Workstation when maintenance is being conducted.
- Turn on the Automatic Screen Saver Lockout so that your machine goes to screensaver mode after a short period of inactivity; requiring your password to gain re-entry.
- **File Safety – Downloading of SCORE system extracts become the responsibility of the end user to control. This includes the downloading of information to devices taken offsite such as but not limited to laptops, PDA’s, memory cards etc...**
- **Every user is required to read and sign a sensitive data form before access to the SCORE system will be granted.**

**SCORE II Support**

The Colorado Secretary of State provides a support structure for SCORE application users. If you are unsure of proper procedures when using the application, you are responsible to contact the Help Desk for support. This will prevent inadvertent mistakes that could disrupt availability of the system for you and other users.

I have read, understood, and agree to the security standards described in the above document. I understand that improper use of SCORE is a criminal offense and may be prosecuted criminally as a felony or misdemeanor.

Name (Printed) \_\_\_\_\_ County \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_