

ESR Password Guidance

When users change passwords the following rules will apply:

Password Item	New
Password Minimum Length	8 Characters
Consecutive Failed Login Attempts	User accounts will be locked after three consecutive failed logon attempts.
Alphanumeric	Password must contain at least one letter and at least one number
Consecutive Passwords	User cannot change password to any of the last 5 passwords
Repeating Characters	Password must not contain repeating characters/numbers
Sequential Characters	Must not contain more than 3 sequential characters/numbers (both collating sequential and keyboard sequential)
Names Within Passwords	Must not contain real user name (first name or surname) or username
Restricted Passwords	Must not contain any of a list of restricted words – the restricted passwords list will be updated to a more thorough and relevant list for ESR. This will be based on wordlists which are commonly used in dictionary-based attacks.

If the user does not meet the password policy rules, a message will be displayed on screen advising them of this

Examples are

- Keyboard runs
- Basic wordlists used in well-known password cracking/testing software
- NHS organisation location names
- Some NHS, medical, and ESR-specific terms

Please remember - never share your 'My ESR' username and password with anyone, this username and password is unique to you and you should always keep it private and confidential.

Never write your username and password down

Never share your username and password with anyone

Always ensure you log out of 'My ESR' when you are no longer using them system

Never leave your PC, tablet or mobile device unattended while logged into 'My ESR'

For further information please see 'IG Staff Handbook'