




Virgin Islands Department of  
**EDUCATION**

www.vide.vi

Instructional Technology  
| IT |

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**TO:** All Employees

**FROM:** Clinton Stapleton, Ph.D., Director of Instructional Technology 

**THROUGH:** Honorable LaVerne Terry, Ed.D., Commissioner

**SUBJECT:** Network Account and Password Policy

**DATE:** November 20, 2012

In order to increase network security and reliable authorized access to services, the following network account and password policy will be implemented department-wide effective immediately.

All employees must:

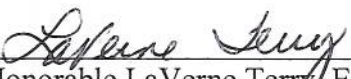
- Obtain and regularly use their Virgin Islands Department of Education (VIDE) issued account to facilitate job related communication, collaboration and access to services and resources
- Sign the VIDE internet acceptable use policy before being issued an account.
- Only use their VIDE issued account to logon and access resources and services. (Student or guest accounts must not be used by employees. Failure to comply may result in limited access to websites, resources and services. Passwords must not be shared with anyone. Failure to comply may put VIDE stakeholders, network resources and services at risk and result in disciplinary actions.)
- Change their VIDE issued Educational Territory Area Network (ETAN) account password every 90 days.
- Enroll in the Password Self Reset Program. This will reduce repeat calls to the Helpdesk for password reset/change requests. The Password Self Reset Program empowers users to: (1) Reset their own password (2) Receive an alert, at least 7 days before a password expires (note: Employees must use their VIDE issued ETAN account and password and the employee's computer must be joined to the appropriate STX or STTJ domain to receive alerts, rights, updates etc). All employees must use the following link to access the Password Self Reset Program <http://www.vide.vi/pages/portals-151> and then click on: Password Reset **Enroll/Reset** to enroll and reset passwords.

Contact the Territory Office of Instructional Technology or Helpdesk at 340-774-0100 or 340-778-1600 for assistance. Employee's cooperation and compliance will help improve security and authorized access to network services.

Approved

Disapproved

Date

  
Honorable LaVerne Terry, Ed.D.  
Commissioner

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Honorable LaVerne Terry, Ed.D.  
Commissioner

