

Password and Confidentiality of Information

Commission for Independent Education

August 27, 2013

1 Agreement for use of Institution Login

Commission policy requires proper password management and strict protection of confidential information. This requires that all users of the Institution Login must make every effort possible to safeguard confidential information and protect against negligent disclosure of information. Further, all users of the Institution Login must safeguard their passwords and will be held responsible for any intentional or negligent disclosure of passwords and information resulting from such disclosure. Access to confidential data shall only be allowed to users of the Institution Login who have the appropriate permissions. Please contact Commission staff at (850)245-3200 if there are other people who need access to this data.

It is your responsibility to maintain the confidentiality of your User ID and password. You as an individual, as well as your institution, are responsible for all activity that takes place under your credentials.

In the event of any unauthorized use of your credentials, or other breach of security, the Commission shall be notified immediately at (850)245-3200. You agree to not leave your computer unattended while logged into the Institution Login and to ensure that you exit from the Institution Login properly at the end of each session (i.e., log off if your session has not expired and close the browser window).

Each user of the Institution Login must keep their password confidential so that it is not known by any other individual (e.g., co-workers, supervisors, or passersby). If you believe that your password may have become known to anyone other than yourself then you must change your password immediately.