





- b. In case of suspected or confirmed password compromise, employees must report it immediately to the IT department for investigation and remediation.
- c. Multi-factor authentication (MFA) should be implemented wherever possible to add an extra layer of security to password-protected accounts and systems.

### **Policy Review**

The IT department will review This Password Management Policy annually in consultation with relevant stakeholders to ensure its effectiveness and relevance in mitigating cybersecurity risks.

Adherence to this policy is essential for maintaining the integrity and security of KGI's digital assets and infrastructure. All employees must familiarize themselves with this policy and strictly adhere to its guidelines.

### **Contacts**

IT Help Desk @ [helpdesk@kgi.edu](mailto:helpdesk@kgi.edu)

### **Review/Change History**

1. May 2024 – Approved by Cabinet