



**The following links are creditable examples of best practices at universities:**

- [http://oit.osu.edu/networking/osunet/Password\\_Best\\_Practices.pdf](http://oit.osu.edu/networking/osunet/Password_Best_Practices.pdf)
- <http://www.purdue.edu/securepurdue/bestPractices/passtandards.cfm>
- [http://www1.umn.edu/oit/security/OIT\\_ARTICLE\\_003711.pdf](http://www1.umn.edu/oit/security/OIT_ARTICLE_003711.pdf)
- <http://www.cmu.edu/computing/guideline/vpn-usage.html>
- <http://its.syr.edu/security/remotearchess/>

- <https://security.tcu.edu/remotearchesspolicy.htm>
- [http://www.nss.appstate.edu/policies/policy\\_remotearchess.html](http://www.nss.appstate.edu/policies/policy_remotearchess.html)

**In addition, the following CERT and Wikipedia sites may be helpful references:**

- [http://en.wikipedia.org/wiki/ITIL\\_Security\\_Management](http://en.wikipedia.org/wiki/ITIL_Security_Management)
- [http://www.cert.org/work/organizational\\_security.html](http://www.cert.org/work/organizational_security.html)

WEB & CLIENT

Required	Recommended
----------	-------------

**STUDENTS & FACULTY**

**□ Password Practices**

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>Do not share your login ID or password with any other individual or organization.</li> <li>Do not post a login ID or password on any web site or blog.</li> </ul> | <ul style="list-style-type: none"> <li>Ensure your password is established using best practices: the password must contain a minimum of 7 and a maximum of 15 characters, including at least three (3) of the following: letters, mixed upper- and lowercase letters, numbers, non-alphanumeric characters (e.g., @, #, %, &amp;, *).</li> <li>Maintain the physical security of your password and your computer.</li> <li>Change your password every 3 months. (CAS will implement password aging in 2009)</li> </ul> |
|--|--|

**KEY CONTACTS**

**□ Account Set-up**

- |  |   |
|--|---|
|  | <ul style="list-style-type: none"> <li>Review and verify each user's credentials. Follow up with an annual review.</li> <li>Ensure that proxy access for computers that are set up for group use are password protected.</li> </ul> |
|--|---|

**□ Account Management Practices**

- |  |  |
|--|--|
|  | <ul style="list-style-type: none"> <li>Communicate best login ID and password practices and requirements to students and faculty.</li> <li>Ensure your password is established using best practices: the password must contain a minimum of 7 and a maximum of 15 characters, including at least three (3) of the following: letters, mixed upper- and lowercase letters, numbers, non-alphanumeric characters (e.g., @, #, %, &amp;, *).</li> <li>Review IP level activity monthly for unusual activity.</li> <li>Annually review authorized users to ensure access to SciFinder is needed. Contact scifi@cas.org to disable accounts.</li> </ul> |
|--|--|

**KEY CONTACTS & IT DEPARTMENT**

**□ Off-Campus Access**

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>Disclose all off-campus access modalities and associated IP addresses to CAS upon renewal of SciFinder license.</li> <li>Validate this information upon annual renewal of SciFinder.</li> </ul> | <ul style="list-style-type: none"> <li>Restrict registration to the web version of SciFinder to on-campus computers only.</li> </ul> |
|--|--|

**VPN Management**

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>During annual review, Key Contacts &amp; IT Department work together to disclose all off-campus access modalities and associated IP addresses to enable CAS in providing access</li> </ul> | <ul style="list-style-type: none"> <li>Strictly control remote access accounts with enforced password authentication and the use of certificates.</li> </ul> |
|---|--|

**Shibboleth®**

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>Not supported by CAS at this time.</li> </ul> |  |
|--|--|

**FOR CLIENT ONLY**

**Site .prf**

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>The site .prf file must be access controlled so that only students and faculty have access. The site .prf file may not be accessible on the public internet.</li> </ul> |  |
|--|--|

**CITRIX**

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>Not recommended for SciFinder access.</li> </ul> |  |
|---|--|

**If you have any questions about exploring SciFinder, contact CAS Customer Care:**

- |                                     |                      |
|-------------------------------------|----------------------|
| Phone: 800-753-4227 (North America) | Fax: 614-447-3751    |
| 614-447-3700 (worldwide)            | E-mail: help@cas.org |