

Freedom Township, Portage County, Ohio

Password Policy

Each Freedom township employee and elected official shall have a unique user ID and password, which allows access to our systems. These systems contain a wide range of information and unauthorized access is prohibited. All users must protect their ID and password in the same manner as they would protect access to their own bank card PINs. This requires the following:

- Do not write the ID and password down.
- Do not to reuse previously used passwords.
- When creating a password, do not use commons words and proper names. Create a complex password using a combination of numbers, symbols, and both uppercase and lowercase letters. Passwords must be at least a minimum of 8 characters or the required length of the software being utilized
- IDs or passwords should not be shared with anyone for any reason.
- If you suspect that your password has been compromised (unusual activity on your user ID or your user ID is suspended without knowing the cause), you should reset your password.
- Log out of the computer after each use.
- If you are no longer a township employee or official, your user ID will be promptly removed from the system.