STATE BOARD OF PSYCHOLOGY of OHIO
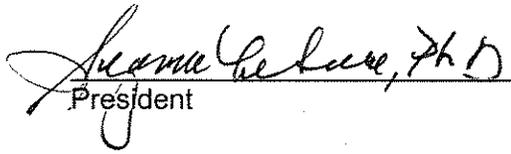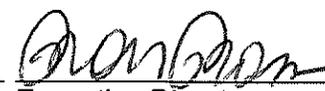## POLICY AND PROCEDURE MANUAL

SECTION 10: ADMINISTRATIVE POLICIES AND PROCEDURES

POLICY 10.14: eLICENSING PASSWORD UPDATE REQUIREMENTS

PRIOR DATE EFFECTIVE: AUGUST 26, 2009

AMENDED AND EFFECTIVE: APRIL 29, 2013

REVIEWED AND APPROVED:

(signature)	7/15/13	_(signature)_	5/8/13
President	Date	Executive Director	Date

REFERENCES: Meeting minutes April 29-30, 2013

Policy Statement

It is the policy of the State Board of Psychology that its employees actively participate in the security of electronic information held in the Ohio eLicensing System. To promote this security, and to reflect common sense efforts to safeguard access to the system, employees shall change their password to the Ohio eLicensing System at least every ninety (90) days.

It is recommended that each employee use the Task or Calendar function in Microsoft Outlook to set up an automatic reminder, although staff members are permitted to use whatever system with which they are most comfortable, as long as there is compliance with this policy.