



**L-Università
ta' Malta**

SIMS Password Policy

Student Information Management System (SIMS)

Office of the Registrar

15.01.2021

SIMS PASSWORD POLICY

UM staff should always keep their SIMS user password confidential in order to keep the information secure and prevent any unauthorised use of the data. In case of doubt about the integrity of your credentials, it is of utmost importance to change your password through the PWD option.

Password Attributes

The password should be set in line with the below attributes, thus making it difficult for others to guess the password. The password must:

- have a minimum length of **at least 8 characters** and should **not exceed 14 characters**;
- contain at least **ONE uppercase character** (A - Z);
- contain at least **ONE lowercase character** (a – z);
- have at least **ONE numeric digit** (0 - 9);
- include at least **ONE special character** (~ ! \$ % () _ - + = @ # ? / . , ; [] { } ' " *).

Password Expiry and Password History

SIMS passwords will expire after **70 days** and will have a password history length of **four times**. When resetting a password, one must note that the same password **cannot be reused** before 280 days and the new password must not bear any relation to any older passwords.

Reminders shall be distributed to SIMS users when their password is nearing expiry date through the following methods:

- The user is prompted with a **message box** to change the password as from seven (7) days before the expiry day upon every login until the password is changed;
- Additionally, an **email** is sent to the respective SIMS users, as from five (5) days before the password is due to expire. If there are any doubts about the authenticity of such email, users are advised to contact SIMS Office immediately on **users.sims@um.edu.mt**. Should users fail to change their password within the respective deadline, the user's SIMS account will eventually be marked as expired.

Instructions to change the SIMS User Password

In order to reset the SIMS password, the following steps should be followed:

1. Access the **PWD** option from the Main Menu.
2. Enter your '**Current** password' in the respective field.
3. Enter your '**NEW** password' in the following field.
4. Re-enter your '**NEW** password' in the 'Verify Password' field.
5. Click on the '**OK** button' in order to reset your SIMS password.

The system will automatically direct the user to the Main Menu screen.

Support

If any difficulties are encountered during the above process, an email requiring assistance of the SIMS Technical team is to be sent to users.sims@um.edu.mt.

15th January 2021

SIMS Office v1