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## Data and Database Management

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### SOP: Username & Password Management

#### PURPOSE

To explain the procedures of proper username and password management.

#### SCOPE

This procedure applies to any research studies conducted by collaborators in the Sickle Africa Data Coordinating Centre (SADaCC) project.

#### GLOSSARY/DEFINITIONS

<b>Electronic Platform</b>	database, website or other computer-based portal or system
<b>Password</b>	unique code created by the person for their particular username, in order to access an electronic platform securely
<b>SADaCC</b>	Sickle Africa Data Coordinating Centre at the University of Cape Town
<b>SOP</b>	Standard Operating Procedure: Detailed written instructions to achieve uniformity of the performance of a specific function.
<b>User</b>	natural, named, individual person
<b>Username</b>	unique name or number issued to a user who needs to access an electronic platform

#### RESPONSIBILITIES & PROCEDURES

Each user's username and password combination must be unique and stands in the place of their handwritten signature. Therefore:

- Usernames must never be used by more than one person. ie users must not share their username and password.
- Passwords must not be revealed to any other persons.
- Users must never write down their username and password in an unsecure place.
- Users must never save their passwords to the internet browsers of unsecured computers, i.e. computers that do not require a unique login on start-up.
- If a user suspects that their password has been compromised in anyway, they must immediately reset their password.
- If a user forgets their password, they must immediately reset their password.

- Users must log out whenever they have finished their session.
- Passwords should be strong (alphanumeric), but easy to remember.

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