ARTES Standard for Applicant Passwords

In order to protect the applicant information being collected in Applicant's Review, Tracking, and Evaluation System (ARTES), we require all applicants to create strong passwords by following the standards given below.

General Requirements

- Password is required for any applicant to create an account with ARTES.
- Password is required for any applicant to log into ARTES.
- Blank password is not allowed.
- Password must be kept secret and must not be shared.
- Password must not be inserted into email messages or other forms of electronic communication and should not be stored in a file or computer system without encryption.
- Password should not be stored using the "Remember Password" feature of applications or browsers.

Requirements for ARTES Password

- **Length:** Password must be from 8 to 12 characters long
- **Composition and Complexity:** Password must include,
  - At least one upper case letter from A through Z
  - At least one lower case letter from a through z
  - At least one numeric digit from 0 to 9
  - At least one special character # or @ or $ or %
- **Forgotten Password Challenge/Response:** Applicant must set answers to 3 challenge questions