

To: All Staff

From: Dale Wallace
IT Manager

Date: Monday April 28, 2025

Subject: Important: Password Retention and Update Instructions

Dear Team,

As part of Agro-Invest's commitment to maintaining a secure digital environment, we remind all staff to **safeguard their passwords** and **regularly update them** in accordance with our cybersecurity best practices.

Please carefully review and follow the guidelines below:

Password Retention

- **Keep your password confidential.** Do not share it with anyone, including colleagues or IT staff.
- **Avoid writing down passwords** on paper or in unsecured files.
- **Use a strong, unique password** for each system. A strong password includes at least:
 - 8–12 characters
 - Uppercase and lowercase letters
 - Numbers
 - Special symbols (e.g., @, #, %, &)

Password Changing Policy

- **Change your password every 90 days** or sooner if you suspect it may be compromised.
- **Do not reuse previous passwords.**
- **Update your password immediately** if you notice unusual activity or receive a security alert.

Instructions to Change Your Password

1. Log in to your computer or designated system.
2. Press Ctrl + Alt + Delete and select **“Change a Password.”**
3. Enter your old password and your new password as prompted.
4. Confirm the change and ensure you update any saved credentials on devices and applications.

Additional Security Tips

- Enable **multi-factor authentication (MFA)** wherever available.
- Be cautious of **phishing emails** asking for password updates.
- Report any suspicious activities to the **IT Department immediately**.

If you encounter any issues or need assistance with changing your password, please contact the IT Helpdesk at;



help@agro-invest.on.spiceworks.com

Or reach out to the following personnel :

- Najee Morais, Systems Administrator
📞 Ext. 7301 | 📱 CUG/WhatsApp: 876-354-2227
◦ ✉ nmorais@agroinvest.gov.jm
- Dale Wallace, IT Manager
📞 Ext. 7276 | 📱 CUG/WhatsApp: 876-361-0669
◦ ✉ dwallace@agroinvest.gov.jm

Thank you for your cooperation in keeping Agro-Invest secure.