

Passwords

General login - HPUser

User

Hotdesk 1 & 2 Login - NO password

Training 1 & 2 Login - NO password

Wi-Fi Password—3Duncraigcrt

Other Passwords

Comms Cabinet in Admin Key safe

Kensington lock key in Admin Key safe

Software passwords .

Web for food bank etc passwords are with Office Admin Person .

Admin No one is to have or use except IT Person or Emergency access if IT Person is not available and ONLY to a access by Qualified IT person Organised by

Chairperson of Church Council

Admin Passwords -

Are in a key Safe and the Code is Know by 3 people only

IT person , Chairperson , 1 other trusted person to be decided by Chairperson

When the Key safe is Accessed and task finished CODE is to be Changed .

NEVER EVER A User is to have access to ADMIN Passwords .