



**Islamic Republic Of Afghanistan
Kabul Municipality**



PASSWORD POLICY STANDARD OPERATING PROCEDURE

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Signature: _____



Islamic Republic Of Afghanistan Kabul Municipality



References: [Procedure Working Group Resolution No. #]

Definitions: The following definitions apply to this Standard Operating Procedure:

ICT refers to Information & Communications Technology.

KM refers to Kabul Municipality.

FMIS refers to KM Financial Management Information System.

Applicability: This Standard Operating Procedure applies to all Kabul Municipality employees including remote directorates and district offices' employees.

Policy: All KM employees and personnel that have access to Kabul Municipality computer systems must use passwords in order to protect the security of the network, protect data integrity, and protect computer systems.

Procedures:

1. Kabul Municipality will provide a user with a computer.
2. The computers will have to account which includes Admin and User.
3. Admin account will be locked by KM IT department and no user will have access to that account.
4. Users will get access to the user account.
5. Users need to set password for their accounts.

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