

SciFinder® Secure Access Best Practices Checklist

For SciFinder Academic Key Contacts

Students & Faculty

Password Practices

- Do not share your username or password
- Don't use the same password for multiple accounts
- Your password must contain a minimum of seven and a maximum of 15 characters, including at least three (3) of the following: letters, mixed upper- and lowercase letters, numbers, non-alphanumeric characters (e.g., @, #, %, &, *)
- Change your password every three months
- Maintain the physical security of your password and your computer
- No legitimate source will ever ask for your username and password in an email
- The following sites provide anti-phishing education and tips for recognizing phishing emails
 - phish-education.apwg.org/r/en/index.htm
 - www.onguardonline.gov/phishing
 - www.us-cert.gov/ncas/tips/STO4-014
 - www.us-cert.gov/security-publications/recognizing-and-avoiding-email-scams

Key Contacts

Account Set-up

- Review and verify each user's credentials
- Ensure that proxy access for computers that are set up for group use are password protected

Account Management Practices

- Annually review authorized users and disable unneeded accounts in myCAS®
- Communicate best username and password practices to students and faculty
- Review IP-level activity monthly for unusual activity

Key Contacts & IT Department

VPN/Off-Campus Access and Management

- During annual review, key contacts & IT department work together to disclose all off-campus access modalities and associated IP addresses to enable access
- Restrict SciFinder registration to on-campus computers only
- Strictly control remote access accounts with enforced password authentication and use of certificates

EZproxy Management

- Recommend passing the client's IP address by enabling the "X-Forwarded-For" feature (needs EZproxy version 2.4b GA or later)
 - Instructions available in Section 2004-02-15 at www.oclc.org/support/documentation/EZproxy/changes.htm

If you have any questions, contact the CAS Customer Center:

Phone: 800-753-4227 (North America)
+1 614-447-3700 (outside North America)

Email: help@cas.org

