

Password Complexity

It is highly recommended that you turn on password complexity for your LMS. If uploading private health information, you **MUST** enable password complexity. Go to the Admin tab —> Config & Settings —> General Settings —> Password Complexity

▼ Password Complexity

Select the options to apply Password Complexity

- Turn on Password Complexity
- Must have a uppercase letter.
- Must have a lowercase letter.
- Must have a number.
- Must have a special character.
- Must be at least 8 characters long.

Password Life (Must be set to at least 30 days or greater.)

Employee Separation

Deactivate former staff immediately upon separation to block access to the LMS. This is especially important for Administrators. Training records are still available for deactivated learners.

HIPAA Compliance

The Edvance360 Learning Management System implements HIPAA-compliant industry standards to secure data. However, [HIPAA compliance](#) is more than just a secured website/database. It is also about limiting access of that data to only staff who require access. Please take caution in your usage of HIPAA sensitive data. Your agency is responsible for ensuring the compliance and maintenance of any materials that you add to the LMS.

Recommendations for Person-Specific Custom Content

- Use initials not names in both course titles and documents
- If your company uses Google Workspace or Microsoft 365, for an additional layer of security, consider using links to your secured files instead of uploading protected health information directly into the LMS