

## Fraud Prevention Reminder

As we have all learned, preventing fraud is everyone's responsibility. Towards that end, we would like to remind everyone of the importance of protecting their password. While sharing your password may seem like a harmless act, and might even seem like it helps to get work done, the reality is it could lead to fraudulent behavior.

### Following are reasons not to share your work password:

- You cannot control who will get your password from the person you gave it to. This person may purposefully, or accidentally, end up sharing your password with someone else.
- By sharing your password, you could be undermining internal controls / segregation of duties. If you have access to certain systems at the District, and someone else with your password has access to other systems, you are making it easier for them to commit fraud.
- You are responsible for what happens under your user profile, if you share your password. This is true even if you didn't commit the wrongful act.
- If you use the same password for other accounts, work related or personal, you are granting others access to them.
- Everyone who works at the District is granted access to systems they need to do their job. There is no good reason for someone else to have your password and you should be suspicious if someone else asks for your password.
- If you share your password, without getting permission to do so, you are violating LBCC District Regulation [6006.4](#), which could result in disciplinary action. The following is language provided from this section of our regulations:
  - *Important: make sure to keep your network/ e-mail password to yourself. LBCC policy 6006.4 specifically prohibits the sharing of account information.*
- Please be aware that no one at the District, not even IITS, will ask for your password. If you plan to share your password, in response to an email from what appears to be from the District, you are falling prey to a [phishing](#) scam. If you receive such an email, please report it to [helpdesk@lbcc.edu](mailto:helpdesk@lbcc.edu) so IITS can reiterate this policy.

If you have further questions about this, or other fraud related topics, please feel free to contact Internal Audit Manager, Robert Rapoza by email or phone.

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