❷ Yeah, but my boss wants me to compile/contribute to a divisional list of user IDs and passwords so that all information is available when and as needed, and not interrupted by any staff absences.

See above for ways in which operational realities can be respected while not compromising passwords.

❸ Yeah, but my work is too sensitive to entrust to an I: drive, C: drive or organizational e-mail account.

Data of a higher sensitivity of PROTECTED-A is not permitted on SIGNET-D for the very good reason that SIGNET-D was not intended to, and does not provide adequate safeguards for, such information. This applies to your C: drive, your A: drive, your H: drive, your I: drive, your e-mail account and anything else associated with SIGNET-D. If you're dealing with sensitive information, use an appropriate system to process it such as SIGNET-C. For more information on options, contact the Corporate Security Division (ISC).

❹ Yeah, but a SIGNET-D Systems Administrator asked me for my password so s/he could try and fix a problem I'm having with my SIGNET-D machine.

Be sure the person you're speaking with is a Systems Administrator. If the need is real, and there's no other way to resolve the situation without giving him/her your password, ensure that you change it immediately once the issue is resolved. The timeframe your password is known to somebody else should be as small as possible, and should under no circumstances be longer than the absolute minimum required. A SIGNET-D Systems Administrator has the ability to reset your password to anything s/he likes, without knowing your current password. This is a very good option, as the Systems Administrator could set your password to some temporary word, and then let you know what that temporary password is so that you can logon and immediately change it once s/he is done. Again, ensure the person you're dealing with is a legitimate SIGNET-D Systems Administrator.

❺ Yeah, but I'm a SIGNET-D Systems Administrator, and my job is a lot easier if users just tell me their passwords.

Consider that the safeguarding of data and personal information is of the utmost importance to Departmental personnel.

❻ Yeah, but my data isn't all that sensitive, and I don't really care if anybody impersonates me and enters messages.

The overall accreditation level of the SIGNET-D system depends on you not telling anybody your password. If you do, the system has no way of uniquely identifying you and holding you accountable for your actions. We might just as well completely do away with passwords and give everybody access to everything - and, in the process, destroy our ability to pretend the system has any integrity whatsoever. Furthermore, when you're entering messages you're doing so as a representative of the Department and, as such, the Department requires assurances from the system that you're the only person who can "be" you.

Retrieving WordPerfect and Quattro Pro Applications
use Local Apps Locales only

A friendly reminder from your Systems Administrators (SAs): In Program Manager, use Local Apps Locales to retrieve WordPerfect and Quattro Pro applications; please don't retrieve them from Network Apps Réseau.

The applications within Local Apps Locales are for your use; Network Apps Réseau are for network use, and provide backup software for emergency purposes (e.g., if the software on your hard disk becomes corrupted). If you use Network Apps, this can slow down your system and cause some screen freezes.

If you would like to copy applications from the Local Apps Locales group (or any other group) to your User Apps de l'utilisateur group, open the group in question, click on the icon you want to copy and, while holding the Ctrl button, move the icon to the new box. This will place a copy in the User Apps de l'utilisateur group, and leave a copy in its original group. Please contact your SIGNET Support Team if you require assistance.