



In this Edition

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Check out previous editions of GEMS Connect.

<http://jpa.gov.bn/gems/EN/downloads.htm>

The GEMS Security – Our Safety and Responsibility

Information such as employment information and job records should only be accessible by the employee themselves and respective authorized personnel that do administrative work.

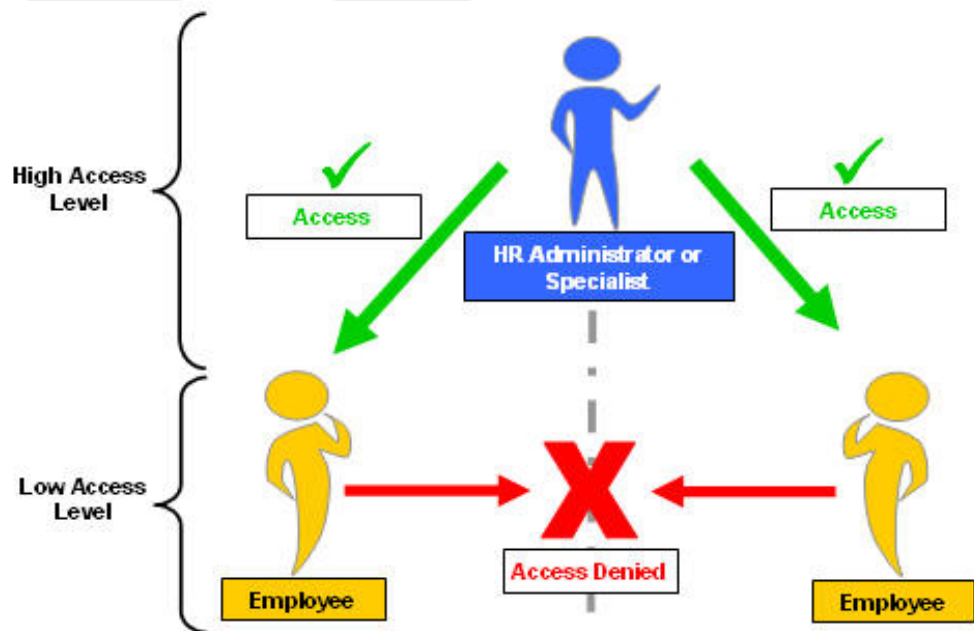
Having such important information falling into the wrong hands may cause a lot of damage to us and the operation of our organization as a whole. GEMS have security features to manage such risks from happening and we must be proactive in taking up the responsibility for the safety of our information in GEMS.

How GEMS Can Secure Us - Role Defines Access

GEMS determine our level of access by the role that we have in the system. As a Self-Service User, this means that we cannot view employment information of another Self-Service User but an authorized HR Administrator or Specialist can.

Authorized HR Administrators or Specialists accesses our employment information to process any job request that has been electronically submitted by us.

An illustration of how GEMS structures its security levels is provided below:



The systematic structure of GEMS security levels ensure that only the right type of people can access the appropriate type of information every time they enter the system.



Our Safety and Responsibility (Contd.)

How We Can Secure GEMS

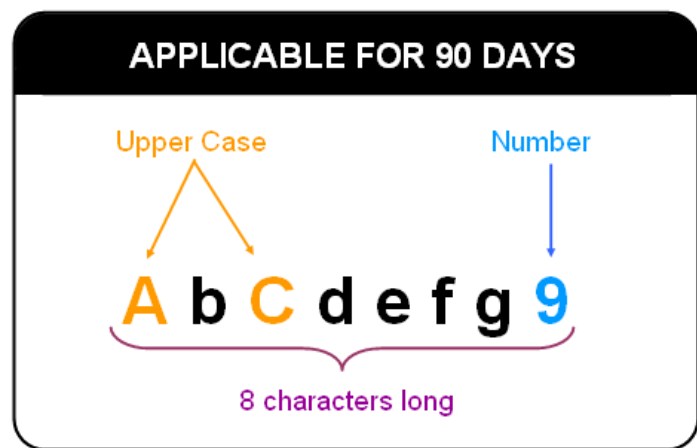
The security of GEMS is everyone's responsibility and it is encouraged that we practice sound preventive measures to safeguard it. Provided below are some security tips that we can apply to ourselves:

Create a Strong Password

It is very important that we spend some time to think about how we can personalize a strong password that is memorable and logical only to our individual selves.

To create a password in GEMS, we must remember the following rules:

- GEMS password is case-sensitive
- GEMS password should be equal to or more than 8 characters long with at least 1 number in it.
- GEMS password is to be changed every 90 days



Avoid Keeping A Physical Note of Our Password

Keeping our password on a piece of paper, notepad or diary will make our privileged access to GEMS vulnerable to unauthorized people. There can be a high chance that we could misplace it or someone finding it and using it for their personal gains. It is always good practice that we memorize our passwords where no one else but ourselves knows about it.

Prevent Anyone From Watching When Logging In

Whenever we log into GEMS, we must ensure that no one around us is within sight of watching us key in our password. If necessary, kindly ask the person to move away for awhile so that we can key in our password comfortably. This avoids unnecessary suspicion of another colleague just because he or she unintentionally sees us keying in our password.

Note: Do not be shy of asking to be excused while keying in the password. It is our responsibility to keep our password to ourselves at all times.

Change Password If Compromised

We are responsible for the safety of our own password therefore if we think that it is compromised in anyway, we should change it immediately. By doing so, we can be comfortably sure that no one else but ourselves knows the password to our own GEMS account.

Find out more Security Tips by going to [The GEMS Security – Our Safety and Responsibility](http://jpa.gov.bn/gems/EN/Features_Bank/GEMS_Security.htm)
(http://jpa.gov.bn/gems/EN/Features_Bank/GEMS_Security.htm)



Defend Your GEMS Account – Secure Your Password Like a Pro

Our password is more than just a key to our online account. If our password falls into the wrong hands, someone can easily impersonate us while online, engage in GEMS transactions that are meant only for us and even change our personal information.

The best password should be something that is easy to remember but personal enough that not even our closest friend or family can guess. This article is aimed at giving us some ideas with some useful tips on how to create and maintain a secure password like a professional.

Note : Please note that we should NOT be directly using any of the examples shown in this article however, they can be used as ideas to help us create a secure password.

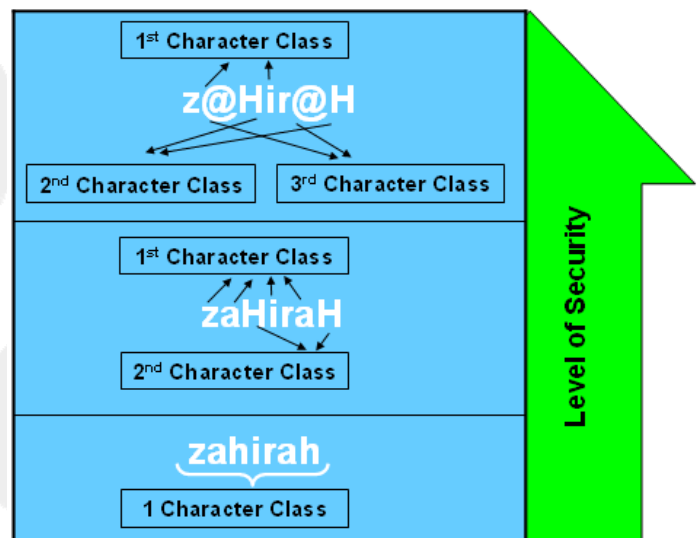
Password Pro Tips

Pro Tip 1: Use Different Characters

GEMS allows us to use different character classes in our passwords. In general, the more character classes we use in our password, the more secure it will be. The letters a to z are one character class, A to Z is another, 0 to 9 is another, and the symbols are another.

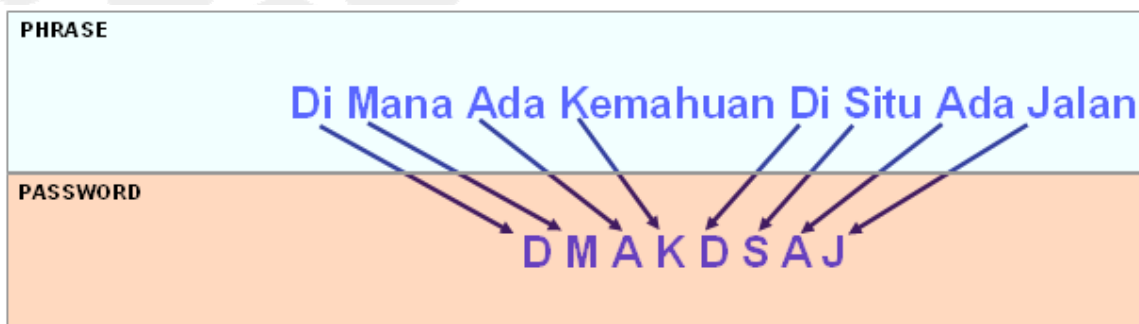
Therefore we should get creative when creating our password by adding different character classes into our password.

A visual example of how "zahirah" is less secure than "zaHiraH" which is less secure than "Z@Hir@H" is illustrated on the right:



Pro Tip 2 : Use Letters from a Phrase

Have a favourite song or phrase? Use the first letter from each word in a phrase or a line from a phrase, etc. For example if there was a phrase titled "Di Mana Ada Kemahuan Di Situ Ada Jalan" could become **DMAKDSAJ**

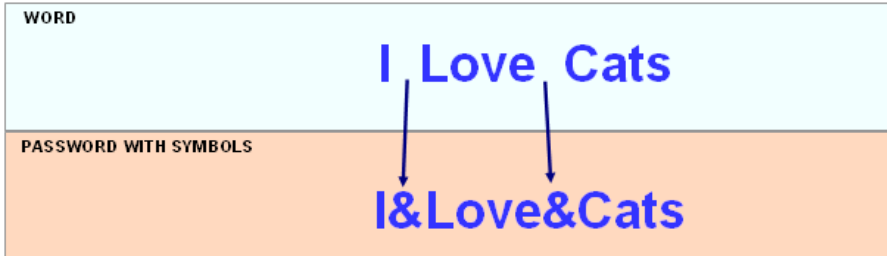




Secure Your Password Like a Pro (Contd.)

Pro Tip 3 : More Than Just a Word

Single word passwords are typically much more vulnerable than multiple words. Use two or more words and separate them with a symbol. For example, using the words "I", "Love", "Cats" we can generate a password that looks like "I&Love&Cats"

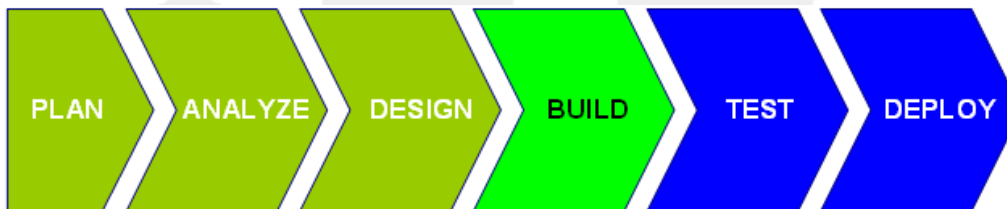


It is important to note that we should try not to use any words that are available in a dictionary. There are malicious hacking programs that uses words in a dictionary to match your passwords easily therefore compromising the security of your password.

Find More Pro Tips by going to [Defend Your GEMS Account – Secure Password Like a Pro](http://jpa.gov.bn/gems/EN/Features_Bank/GEMS_Defend_Account.htm) (http://jpa.gov.bn/gems/EN/Features_Bank/GEMS_Defend_Account.htm)

Where is GEMS Now?

Project Progress for Release 2



In this month, the GEMS team enters the **BUILD** phase for R2 (Release 2). The core HR processes that was thoroughly analyzed and carefully designed will be used as a guideline to build the GEMS modules for Release 2. In the **BUILD** phase, different components of GEMS will be developed and customized, and the default settings of how the system operates will be configured. When the **BUILD** phase is completed, the team will enter the **TEST** phase where thorough testing will be conducted to ensure that GEMS is working according to the requirements provided by the business users.

Find out more of the project progress for **June 2009** (<http://jpa.gov.bn/gems/EN/progress.htm>)

GEMS Latest FAQs

Do you have any questions about GEMS? Do you have any suggestions about the GEMS? Email them to gems@psd.gov.bn. Your questions will be answered, published in the next edition of GEMS Connect and made available in the website.