

INFORMATION SECURITY BULLETIN

CONFERENCE CALL PASSCODE - 17002

Due to recent reviews, we have identified a need to instruct all conference bridge call “owners” to reset your participant code immediately.

Additionally, we request that conference bridge call participant codes be changed no less than quarterly on an ongoing basis. (This does not include the moderator code at this time).

Request a new participant code by submitting an IMAR:

- Check ‘Add’
- Select Item Type: Telephone Feature
- Description: *(Copy and paste the following text and update with your information)*

Change ‘participant code’ (**enter your current participant code #**) for conference bridge call number (**enter number xxx-xxx-xxxx**). Provide new participant code to Host (**enter owner’s email address and phone number**).

The passcode change does not apply to ‘Skype for Business’ or ‘BlueJeans’ as the link or meeting ID is different for each scheduled meeting.



For more information contact:
Pilar Miranda, Information Security Manager
Agency Compliance Office
Pilar.Miranda@sdcounty.ca.gov or 619-338-2634