

## Knights of Columbus

### Your Guide to Information Security

## Caballeros de Colón

### Su guía para la seguridad de la información

## Chevaliers de Colomb

### Votre guide d'information sur la sécurité



# KNIGHTS OF COLUMBUS

IN SERVICE TO ONE. IN SERVICE TO ALL.

**KNIGHTS OF COLUMBUS SUPREME COUNCIL**  
**ONE COLUMBUS PLAZA**  
**NEW HAVEN, CT 06510**  
**PHONE: 800-380-9995**  
**CUSTOMERSERVICE@KOF.C.ORG**

## Setting up your account

Registering your account is easy.

- Access the invitation code entry page at [www.KofC.org/register](http://www.KofC.org/register)
- Enter your Invitation Code, provided in your personal letter.
- Enter your member number and council number.
- Click on the "Submit" button.

## Username & Password Guidelines

- Usernames can not be changed once the account is created.
- Usernames must be at least eight (8) characters long, consisting of only letters and numbers. Usernames are case sensitive (i.e., "USERNAME" is not the same as "username").
- If you have a common last name, try to incorporate a unique identifier into your Username.
- Passwords must be at least eight (8) characters long, consisting of at least four (4) letters, one (1) number, and no spaces. Passwords are also case sensitive.
- If you forget your username and/or password, you will be able to retrieve either by selecting the appropriate option on the login screen.

## Security Questions

- The answers you provide cannot be changed once the account is created.
- You will need to provide these answers whenever you need to change your password.
- These answers identify you as the authorized account holder.
- These answers are case sensitive, and will need to be entered exactly the same way you entered them at registration.

## Email Addresses

- It is strongly recommended that you provide your e-mail address. It will be used in the event that you forget your Username.
- It is recommended that Agents use their assigned KofC.org e-mail address (Notes account), to maintain maximum security.

## Information Security

- Your username and password are to be kept confidential. Do not write down, share with or divulge your username or password to anyone.
- All client information available over the Internet is privileged and confidential, and can not be shared with anyone not authorized to view it.
- All Knights of Columbus agents, members and employees are expected to respect the confidentiality of private and proprietary information.