University Policy 600.02
COMPUTER PASSWORDS

Responsible Administrator: Vice President for Planning, Assessment and
Information Services
Responsible Office: Office of Information Technology
Originally Issued: May 2008
Revision Date: February 2013
Authority: Office of the President

Policy Statement
Passwords are an important aspect of **computer security. Unauthorized use of
passwords may compromise the University's network.**

Statement of Purpose
This policy establishes guidelines for the creation and protection
of computer passwords.

DEFINITION
For the purpose of this policy, a "computer password" is a sequence
of characters used to determine if a computer user requesting assess
to a computer system is that particular user.

Applicability
This policy is applicable to all administrators, faculty, staff, students,
visitors and individuals outside of the university who use services
that have been made
available through the University. This policy is applicable to all persons assigned
a University computer account.

PROCEDURES
The University has established general guidelines which address selection
and authorized use of computer passwords. These guidelines respectively
follow.

Selection/Other for Computer Passwords
1. Users will be required to change their password every **90 days**.
2. After **3 invalid login attempts**, the account will lock for 30 minutes. After
   the 30 minutes has passed, the account will automatically unlock and you
   can attempt your login again. (Information Technology will not unlock the
   account for you!)
3. Your password will need to be complex, meaning that **three** of the following
   four rules must apply to your new password:
   a. Uppercase letters
   b. Lowercase letters

       c. Number

       d. Special character (not a letter or number)

4. Your password cannot contain your Username, First name or Last name.
5. Password must be a minimum length of 8 characters.

<u>To Change Your Password</u>

1. Log onto a campus computer.
2. Press and hold down **Ctrl + Alt + Del**.
3. When the Windows Security box appears click the **Change Password** Button. Follow the steps on the screen.
4. The password must meet the password requirements before the password will be changed. Please see the previous page.

Password Management

The following guidelines are offered regarding management of a password.

• Do not share your password with anyone to include your supervisor or colleagues.
• Do not let anyone observe you entering your password.
• Choose a password that is easily remembered so it does not have to be written down.
• Do not send a password through an e-mail message or by telephone.
• Do not hint at the format of a password to anyone (for example, my family name or the number of characters).
• Do not reveal a password on questionnaires or security forms.

PENALTIES FOR UNAUTHORIZED USE OF PASSWORDS

Any individual found to have violated this policy may be subject to disciplinary action as determined by University management. For employees, disciplinary action may be up to and including termination of employment; for students, disciplinary action may be up to and including dismissal from the University.