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EU1.7 User Password Policy

Principle

Authentication methods should be forced to mitigate unauthorized access to information systems.

Objective:

To provide rules for password creation and management to allow users to maintain their passwords while providing mitigation to unauthorized authentication to information systems.

Policy:

To mitigate user account theft, the password expiration policy will require users to reset their password every 90 days. Accounts will remain expired for 30 days before locking. When the user leaves Ivy Tech Community College all accounts will be terminated immediately.

Commentary:

The purpose of this policy is to establish a guideline for password construction, protection, and expiration. It is also designed to protect Ivy Tech resources on the network by requiring password guidelines along with protection of these passwords, and establishing a minimum time between changes to passwords.

Password Standards:

1. Minimum length: 8 characters (but more is highly recommended)
 - a. Passwords must contain: mixed case letters with at least one upper case alpha and at least one numeric character and at least one special character.
 - b. Passwords cannot contain blank spaces or any of the following special characters @ () , < > ; / \ = # ~ !
2. Maximum age: 90 days (120 days without a successful password change will result in the account being disabled. Only the service desk will be able to enable a disabled account.)
3. History: 24 previous passwords
4. Account lockout threshold – 15 failed login attempts

Password Protection:

1. Password should never be written down or stored on-line.
2. Password should never be based on personal information, such as names of family, dates, addresses, phone numbers, etc.
3. Passwords should never be shared with ANYONE. Ivy Tech personnel will never solicit your password in an e-mail or any other electronic communication.
4. Never use the “Remember Password” feature of application programs such as Internet Explorer, your email program, or any other program.