

LENOIR-RHYNE UNIVERSITY

Policy and Procedure

Title: Password Policy

Division/Department: Administration and Finance/Information Technology

Purpose

The purpose of this policy is to define standards for maintaining good password standards which are crucial to insuring the integrity, accountability, and security of the Lenoir-Rhyne University (LR) systems and the private, proprietary, and/or personal data contained on them.

Policy

This policy applies to all LR Faculty, Staff, students, and vendors. All constituencies must adhere to the password policy. Definitions of these constituencies are:

- **Faculty/Staff:** Anyone who has a long-term employment relationship (six months or more), or works at LR for a company that has a long-term vendor contract with LR (e.g., employees of SunGard Higher Education and Aramark.)
- **Students:** All students at LR.
- **Vendors:** These are short-lived accounts (<6 months) for vendors working on site, temporary staff workers, etc. Vendor accounts will be setup to automatically expire at the end of the requested duration of the account.
- **Faculty Emeritus:** Any retired faculty member retaining emeritus status.

Procedure

User Accounts

User accounts are used by Faculty, Staff, Students, and other individuals. They are also known as “interactive” accounts because they are used for online access. Some common uses of these accounts are:

- Email
- Intranet Site access
- Desktop Computer Logon

These accounts must adhere to following requirements:

- The password must be at least 8 characters long.
- The password must contain at least one numeric digit (Number), one alpha character (upper and/or lower case Letter), and one symbol character.
- The password must not include the following: 1) the username or user’s real name as the password or part of the password; 2) LR specific words, trademarks, or acronyms; 3)

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People's names, birthdays, or other personal information, in any format; or 4) Word or number patterns such as "aaaabbbb", "qwerty", "123321", etc.

- The password must be changed every 120 days or less.
- The password can only be changed once per day.
- None of the last 6 passwords can be used.
 - Examples:
 - Mou\$e862
 - ruNf@st7
 - Ro!!theDice
 - Abe11Rang!

Multi-user Accounts

- Multi-user accounts are not acceptable. Each individual must be assigned a unique and individual account.

System/Service Accounts

- The password must be at least 10 characters long.
- The password must contain at least one numeric digit (Number), one alpha character (upper and/or lower case Letter), and one symbol character or space (Symbol).
- The password must not include the following: 1) the username or user's real name as the password or part of the password; 2) common words found in an English, Foreign language, or other dictionary; 3) LR specific words, trademarks, or acronyms; 4) People's names, birthdays, or other personal information, in any format; or 5) Word or number patterns such as "aaaabbbb", "qwerty", "123321", etc.
- The password must be changed every 180 days or less.
- The password can only be changed once per day.
- None of the last 24 passwords can be used.

Account Lockout

To prevent the repeated guessing of users' passwords, if a given user's password is input incorrectly five times in a row, the account will be locked-out for no less than 30 minutes.

Password Protection

It is the responsibility of the individual using the account to protect their password. If at any time the individual assigned the account or another person knows, believes, or suspects that a password has been revealed to a person not assigned the account, they are required to notify the Help Desk as soon as possible. **DO NOT SHARE YOUR PASSWORD.**

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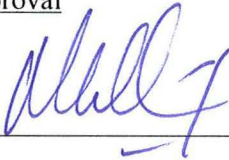
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Author of Policy:
Chief Information Officer

Individuals Affected:
All employees of the university

Reviewed By/Concurrence From
Chief Information Officer
Academic Technology Advisory Group
Technology Committee

Approval



Chief Information Officer

March 24, 2010

Approval Date

Developed On: 01/08/2010
Revised On: 03/23/2010

Note: Please review the policies available online at <http://policies.lr.edu/> to confirm that this is the most recent version of the policy.