

<b>PASSWORD POLICY</b>			
<b>Effective Date:</b>	<b>Last Updated:</b>	<b>Prepared by:</b>	<b>Approved by:</b>
06/23/2014	06/19/2014	Darlene Sumida, Dir., IT Infrastructure	Rodney Fowlkes, CIO

## 1. PURPOSE

This policy describes the purpose and policies regarding passwords at Benedictine University (herein BenU).

Passwords are and will continue to be both the number one defense against computer intrusion and malicious activity. They also remain the number one weakness to security if we lack adequate standards and cooperation from all users. Advances in password cracking programs mean that passwords deemed “safe” in past years are now “crackable” within minutes if not seconds.

## 2. AUDIENCE

- a. This policy applies to all BenU staff, faculty, students, and volunteers.
- b. This policy also applies to contractors, vendors, and volunteers while performing work for the university.
- c. This policy applies to anyone who is provided login credentials to BenU systems, including network, wireless, learning management, or any other University-owned technology.

## 3. POLICY

- a. Duration: Passwords will expire after 90 days
- b. Length: Passwords must be 8 or more characters.
- c. Composition: Passwords must be an alphanumeric mix. Passwords must contain at least one upper case letter or special character. (examples: &time56clock; Guarant33d; #r00ster; TELa1200). NOTE: passwords are cASe SenSitive.
- d. Re-use: Passwords may not be re-used .
- e. Predictable Patterns: Simple or predictable patterns may not be used (examples: abc123 is not acceptable; firstname1 is not acceptable).
- f. Suggestions for a “Strong” Password: Select a phrase, then use the first letters of each word, and include a number or special character (example: The Eagle Lands at Midnight = TEL@1200).
- g. Password Security: If you have trouble remembering a password, write it on a small piece of paper that you keep in your wallet or purse. Never post a password on your monitor, desktop or any location where it can be seen by anyone else.