Southern University Law Center
Policy #IT0009

Title: Information Technology Password Standards & Reset Policy

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Authority: Department
Effective Date: 5/20/2007
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Original Adoption: 5/20/2007

1.0 Purpose:

To ensure that network account passwords and application passwords meet minimum State of Louisiana Office of Technology (OIT) construction standards, and that passwords are changed on a regular basis according to OIT standards so as to minimize the unauthorized use of network resources or applications.

2.0 Scope:

This policy applies to all SULC users.

3.0 Definitions:

User – SULC employees and students, contractors, vendors, and agents working under the auspices of the Law Center.

Network Account - An established relationship between a user and a network. User accounts require a username and password

Password - A secret word or code used to serve as a security measure against unauthorized access to data.

Applications - Any data entry, update, query or report program that processes data for the user. It includes the generic productivity software (email, content management, database programs, etc.) as well as custom applications and commercial-off-the-shelf applications used by the Law Center that require passwords to control access.

Automated Enforced
Network Access Account
Processes - A set of rules monitored and executed by an automated system that enforces business policies. In the context of this policy an example would be the number of days a password will be valid before the system forces a user to establish a new password.

4.0 Policy:

The Law Center shall establish a standard for construction of network, and where applicable, application system passwords that conforms to OIT password construction standards.

The Law Center shall establish automated enforced network access account processes that require each network account holder defined within the policy scope to establish and

change his/her account password on a regular basis in conformity with OIT password construction and change standards.