



Information Technology Password Standards & Reset Policy Policy Number 8-0009

Responsible Unit: Information Technology	Effective Date: 5/20/2007
Responsible Official: Associate Vice Chancellor, Information Technology	Last Reviewed Date: 7/15/2019
Policy Classification: Information Technology	Origination Date: 5/20/2007

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Authority: Department
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Last Revision: 7/15/2019

Original Adoption: 5/20/2007
Reviewed: 7/15/2019

1.0 Rationale:

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

2.0 Policy Scope:

This policy applies to all SULC users.

3.0 Policy Compliance:

Failure to with the policy will result in progressive disciplinary action up to and including termination.

4.0 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.

5.0 Procedure:

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

APPROVED:

A handwritten signature in cursive script that reads "Lata Johnson". The signature is written in black ink and is positioned over a horizontal line.

DATE: 7/15/2019