Delaware State University

University Area(s) Responsible: Division of Technology and Information Systems; Office of Finance and Administration

Policy Number & Name: 8-06: Windows Password Policy

Approval Date: 7/11/11

Revisions: __________________________

Related Policies and Procedures: ________________

Purpose

The purpose of this policy is to protect and preserve the University’s most sensitive data from a potential attack.

Policy

This policy sets a time limit for system inactivity as well as a minimum length and other criteria for the creation of passwords. Not only does this policy serve the University’s need to be compliant with FERPA, HIPPA, etc. regulations as they pertain to disclosure of sensitive information, but also eliminates the BANNER timeout issues, and assists in protecting the files, data, and email accounts of ALL University employees.
Procedure

In keeping with the University's commitment to preserve and protect its most sensitive data, as well as ease the pain of dropped Banner/Oracle sessions, we are enabling the Windows operating system timeout function, for 30 minutes of system inactivity.

In conjunction with this security upgrade, the robustness of our current windows password rules will be upgraded from a simple password structure to a complex password structure.

A complex password that is enforced by the operating system is one of the most effective methods that you can use to deter the opportunity for a successful attack. When you configure both an expiration time and a minimum length for a password, you decrease the time in which a successful attack could occur.

Password Complexity

By default, complex passwords enforced must be 8 characters in length and have the following properties:

- Does not contain all or part of the user’s account name.
- Must contain characters from three of the following four categories:
  - English uppercase characters (A through Z).
  - English lowercase characters (a through z).
  - Base-10 digits (0 through 9).
  - Non-alphanumeric (for example, !, $, #, %). Extended ASCII, Symbolic, or Linguistic characters.