

**TITLE: Strong Password Policy**

**EFFECTIVE DATE: September 15, 2011**

**LAST REVISION:**

**Policy No. 7008.2**

**Policy Statement:** SOWELA Technical Community College is committed to a secure information technology environment in support of its mission. In today's environment the need for a strong password policy is greater than ever. Many information technology systems at SOWELA require the use of passwords including but not limited to e-mail, academic and administrative applications, computing labs, and VPN.

**Purpose:** This Strong Password Standard describes the *minimum* requirements for acceptable password composition and maintenance by all technology users (students, staff, faculty and vendors) at SOWELA Technical Community College. Its purpose is to reduce overall risk to the institution by helping users reasonably avoid security and privacy risks that may result from weak password choices.

**STRONG PASSWORDS** need to have:

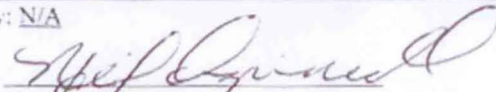
1. Minimum length: 8 characters.
2. Must use characters from three of the following four categories
  1. Upper (A-Z)
  2. Lower case (a-z)
  3. Numeric: 0-9
  4. Special Character: %, @, =, +, \*
3. Should not contain any part of your full name or your username.
4. Should not use any term that could easily be guessed by someone who is familiar with you, e.g. personal identification numbers, including those on a license plate, your telephone number, and birthdate, any part of your Social Security number, the name of a spouse or a street address.
5. Your password must be changed every 180 days, or at the beginning of every semester.

For further information or help, please contact the Information Technology Staff or email help Desk at [help@sowel.edu](mailto:help@sowel.edu) or 421-6520.

Source of Policy: Information Resources & Technology Department  
Responsible: Administrator, Chief Information Resources & Technology Officer  
Related Policy: N/A

LTCSS Policy Reference: N/A  
LTCSS Guideline Reference: N/A

Approved by:



Chancellor

Date:

12-5-12