



University Password Policy

1.0 Overview

Passwords are an important aspect of computer security. They are the front line of protection for user accounts. A poorly chosen password may result in the compromise of

saver protection, voicemail password, and local router logins. Since very few systems have support for one-time tokens (i.e., dynamic passwords which are only used once), everyone should be aware of how to select strong passwords.

Poor, weak passwords have the following characteristics:

- x The password contains less than fifteen characters
- x The password is a word found in a dictionary (English or foreign)
- x The password is a common usage word such as:
 - o Names of family, pets, friends, co-workers, fantasy characters, etc.
 - o Computer terms and names, commands, sites, companies, hardware, software.
 - o The words "Cleveland State University", "sanjose", "sananton" or any derivation.
 - o Birthdays and other personal information such as addresses and phone numbers.
 - o Word or number patterns like a

- x Don't reveal a password over the phone to ANYONE
- x Don't reveal a password in an email message
- x Don't reveal a password to the boss
- x Don't talk about a password in front of others
- x Don't hint at the format of a password (e.g., "my family name")
- x Don't reveal a password on questionnaires or security forms
- x Don't share a password with family members
- x Don't reveal a password to co-workers while on vacation

If someone demands a password, refer them to this document or have them call someone in the IS&T Security Department.

Do not use the "Remember Password" feature of applications

A good passphrase is relatively long and contains a combination of upper and lowercase letters and numeric and punctuation characters. An example of a good passphrase:

"The*?#>*@TrafficOn90Was*&!#ThisMorning"

All of the rules above that apply to passwords apply to passphrases.

5.0 Enforcement

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

6.0 Definitions

Terms

Definitions

Application Administration Account Any account that is for the administration of an application (e.g., Oracle database administrator, PeopleSoft administrator).

7.0 Revision History

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