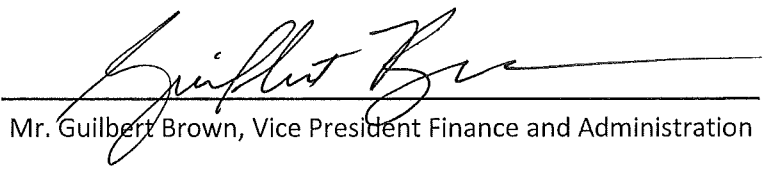
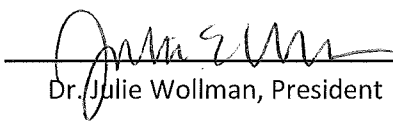


EDINBORO UNIVERSITY OF PENNSYLVANIA

PASSWORD GUIDELINES

Recommended for Approval by 
Mr. Guilbert Brown, Vice President Finance and Administration

Approved by  on 2/2/15
Dr. Julie Wollman, President

Review Date: As Required

INTRODUCTION

Appropriate password security is necessary to protect the University's academic interactions, business and research. Creating and maintaining secure passwords is an important step to protect against unauthorized use of computing resources.

PURPOSE

The purpose of this guideline is to require a standard set of rules regarding the length, complexity and expiration time period for passwords and storage of passwords.

UNIVERSITY PASSWORD GUIDELINES

Edinboro University accounts created for faculty, staff, students and contractors should use the following password policy. This standard does not apply to system administrator type accounts or other administrative type accounts for network devices. The password complexity for administrative accounts and network devices should exceed those listed in these guidelines.

Employee Passwords

1. Password must be at least 8 characters in length.
2. Password must be different than the previous 5 passwords.
3. Password must not contain the user ID or user name.
4. Password must contain 3 out of 4 of the following:
 - Uppercase character.
 - Lowercase character.
 - Numeric character.
 - Symbol character.
5. Password must have a minimum age of 1 day.
6. Password must have a maximum age of 90 days.

Guest Accounts

Edinboro University may provide guest accounts. These accounts should not have access to confidential information and should have a limited life span. Guest accounts must be sponsored by an Edinboro University employee who submits an official request detailing the needs of the account and the duration in which the account should exist. Such requests will be reviewed for approval by appropriate security staff within Technology and Communications.

Student Passwords

Edinboro University accounts created for students must have passwords that comply with the following:

1. Password must be at least 8 characters in length.
2. Password must be different than the previous 5 passwords.
3. Password must not contain any part of the user ID or user name.
4. Password must contain 3 out of 4 of the following:
 - Uppercase character.
 - Lowercase character.
 - Numeric character.
 - Symbol character.
5. Password must have a minimum age of 1 day.
6. Password must have a maximum age of 180 days.

Storage of Passwords

1. Passwords must be stored in a strongly encrypted format.
2. Passwords must be stored in a non reversible format.

Transmission of Passwords

1. For any new systems, passwords should be encrypted when transmitted on ANY type of network.
2. For existing systems, passwords should be encrypted when transmitted on ANY type of network whenever possible.

Account lock out provision

Edinboro University will disable user accounts for a period of time if there are repeated attempts to login with an invalid password.

1. Account will be locked out after 5 invalid login attempts.
2. Lockout duration will be at least 10 minutes
3. Account lockout counter will be reset after 5 minutes.

Exceptions

It is recognized that certain situations may arise that, due to technical reasons may make it impossible to adhere to these guidelines or if proposed security solutions exceed current security standards.

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