



## 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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