

University of Kansas
Student Success
Password Policy

Policy Name: Student Success Password Policy

Policy Purpose: The purpose of this policy is to establish a standard for creation of strong passwords, the protection of those passwords, and the frequency of password changes, in accordance with the Information Technology Security Office's campus-wide password policy.

Scope: The scope of this policy includes all Student Success employees.

The new policy rules are:

- Passwords must be changed every 60 days.
- When passwords expire, users will have six chances to change it before they are locked out.
- The new password must differ from the old password by at least three characters.
- Passwords may not contain the user's login name, the reverse of the login name, the user's First Name, or the user's Last Name.
- Passwords must avoid the use of known words (from any language, slang, dialect, jargon, etc.).
- Passwords must avoid the use of knowable personal information (names of family, etc.).
- Passwords may not be repeated within one year.

Passwords must contain:

- a minimum of 7 characters
- at least one number
- at least one upper case letter
- at least one lower case letter

Password confidentiality:

- Passwords should be treated as confidential University information.
- Passwords should never be written down.
- Passwords should not be included in email messages or other forms of electronic communication.
- Sharing or allowing another person to use your individual account password is a violation of this policy, unless they are an information technology professional assisting you with a technical problem. Departmental account passwords should only be shared with appropriate departmental personnel.

Reporting a password compromise:

- Suspected compromises of passwords must be reported immediately to your technical support department (see Table 1).
- The password in question should be changed immediately.

Forgotten passwords:

- If you forget your password, please contact your technical support department to be given a temporary password (see Table 1).
- The temporary password should be changed immediately.

Responsibilities of Student Success:

- Student Success may require stronger passwords in some circumstances for critical systems.
- The Information Technology Security Office or its delegates may perform password assessments on a periodic or random basis. If a password is guessed or cracked during one of these assessments, the ITSO will promptly notify the listed contact and require that the password be changed.

Consequences:

Any individual who violates this policy may lose computer or network access privileges and be subject to disciplinary action, which may include suspension or dismissal.

The University of Kansas
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Student Success Technical Support Contact Information

<u>Student Success Departments</u>	<u>Tech Support Departments</u>	<u>Tech Support Phone Numbers</u>
Academic Achievement and Access Center	Academic Technology Services	864-4258
Academic Technology Services	Academic Technology Services	864-4258
Counseling and Psychology Services	LAN Support Services	864-0400
Dean of Students Office	Academic Technology Services	864-4258
Department of Student Housing	Wade Morrow	864-7251
Freshman-Sophomore Advising Center	Academic Technology Services	864-4258
Hilltop Child Development Center	Academic Technology Services	864-4258
KU Memorial Unions	Troy Heidner	864-4859
KU Recreation Services	Academic Technology Services	864-4258
KU Writing Center	Academic Technology Services	864-4258
Legal Services for Students	Academic Technology Services	864-4258
New Student Orientation	Academic Technology Services	864-4258
Office of Admissions and Scholarships	Academic Technology Services	864-4258
Office of Multicultural Affairs	Academic Technology Services	864-4258
Office of Student Financial Aid	Academic Technology Services	864-4258
Office of the University Registrar	Academic Technology Services	864-4258
Office of the Vice Provost for Student Success	Academic Technology Services	864-4258
Student Health Services	Ron Mier	864-9588
Student Involvement and Leadership Center	Academic Technology Services	864-4258
University Career Center	Academic Technology Services	864-4258