



Information Technology Password Standards & Reset Policy Policy Number 8-0009

Responsible Unit: Information Technology	Effective Date: 5/20/2007
Responsible Official: Associate Vice Chancellor, Information Technology	Last Reviewed Date: 7/15/2019
Policy Classification: Information Technology	Last Revised Date: 7/15/2019
	Origination Date: 5/20/2007

1.0 Rationale:

To ensure that network account passwords and application passwords meet minimum State of Louisiana Office of Technology Services (OTS) construction standards, and that passwords are changed on a regular basis according to OTS standards so as to minimize the unauthorized use of network resources or applications.

2.0 Policy Scope:

This policy applies to all SULC users.

3.0 Policy Compliance:

Failure to with the policy will result in progressive disciplinary action up to and including termination.

4.0 Definitions:

User – SULC employees and students, contractors, vendors, and agents working under the auspices of the Law Center.

Network Account - An established relationship between a user and a network. User accounts require a username and password

Password - A secret word or code used to serve as a security measure against unauthorized access to data.

Applications - Any data entry, update, query or report program that processes data for the user. It includes the generic productivity software (email, content management, database programs, etc.) as well as custom applications and commercial-off-the-shelf applications used by the Law Center that require passwords to control access.

Automated Enforced
Network Access Account

Processes - A set of rules monitored and executed by an automated system that enforces business policies. In the context of this policy an example would be the number of days a password will be valid before the system forces a user to establish a new password.

5.0 Procedure:

The Law Center shall establish a standard for construction of network, and where applicable, application system passwords that conforms to OTS password construction standards.

The Law Center shall establish automated enforced network access account processes that require each network account holder defined within the policy scope to establish and change his/her account password on a regular basis in conformity with TS password construction and change standards.

6. Policy History and Review


New policy was created 5/20/2007. Policy revised 7/15/2019. The policy is subject to a five-year policy review cycle and shall be reviewed by the Associate Vice Chancellor for Information Technology and any changes will be submitted to the Chancellor for approval.

7. Publication of Policy

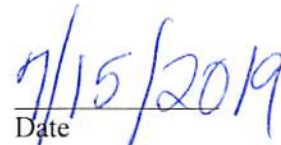
This policy is published on the Southern University Law Center website at www.sulc.edu.

8. Policy Approval

This policy was approved by the Chancellor on 5/20/2007.



John K. Pierre
Chancellor, Southern University Law Center



Date