

Culver Educational Foundation Information Technology Password Policy

1. Purpose and Scope

The purpose of this policy is to establish a standardized timeframe for providing and deactivating access to CEF information systems for Culver employees.

The scope of this policy includes all personnel who have or are responsible for an account (or any form of access that supports or requires a password) on any CEF system.

2. Password

- a. Passwords will be required to be reset every 120 days.
- b. You will be prompted to change your password for 14 days in advance of the password expiration date.

3. Password requirements:

- a. 12 - 14 characters
- b. One capital letter
- c. One lower case letter
- d. One number OR one of the following symbols ~!@#\$\$%^&* _-+=`\(){}[];'"<>.,?/
- e. Cannot contain parts of your first or last name, or your userID.
- f. Must be different than the last 13 passwords

4. Rationale

- a. Passwords are an important part of computer security. They are the first and sometimes last line of defense against criminals. A poorly chosen password or mishandled password can result in a temporary denial of computer services, identity theft, theft of Culver services and even financial loss.
- b. Appropriate password security is necessary to protect the Culver's academic interactions, constituents, and resources. By requiring all passwords to be changed every 90 days, this reduces the likelihood of the password being discovered and reduces the length of time a compromised account can be unknowingly used for criminal activity.

5. How to change the password

- a. If you have a Culver issued computer, while on campus, simply press simultaneously Ctrl-Alt-Delete, and click the change password option.
- b. If you are off campus or only have a Culver Email account, go to <http://culver.org/passwordreset> . Note: This will only work after you have set up the Password Self Service Reset service.