

# Password Complexity Requirements and Password Expiration Procedure

**Office:** Information Technology  
**Procedure Contact:** Chief Information Officer

## Revision History

Revision Number:	Change:	Date:
1.0	Initial version	5/22/2013
1.1	Format changes	03/24/2014
1.2	Procedure update	09/21/2016

### A. Purpose

This procedure outlines the complexity and expiration requirements for university network passwords.

### B. Definitions

Generic Account - An account that is intended for shared use.

Network Account - This account allows faculty, staff, and students to access university technology resources. These accounts include but are not limited to email, shared network space, and administrative systems.

Special Access Account - This account provides access to specific computer systems, including applications such as Banner, PowerFAIDS, and others.

Resource Account - These are e-mail only or calendar only accounts. They do not permit access to any other systems.

Guest Account – A network or special access account provided on a temporary basis under special circumstances to official guests, vendors, or other affiliates of the university.

### C. Procedure

1. Password requirements include:
  - New passwords must be unique (never used before)
  - Your name or username cannot be in your password
  - No use of the following words or phrases within the password: southern, raider, raiders, 123456, asdfgh, qwerty, changeme, or password
2. Passwords must:
  - Be a minimum of 8 characters
  - Contain at least one upper case character
  - Contain at least one lower case character
  - Contain at least one numeric character (0 - 9)
3. Please refrain from using any of the following symbols: ! % @ \$ & " ( ) , < > ` ; = # (They are not supported by Banner)
4. Passwords expire after 365 days.
5. Passwords can be changed once every 24 hours.

6. These requirements apply to all network accounts, generic accounts, and resource accounts and all university technology systems.
7. These requirements will be enforced through network and/or system restrictions.

This procedure may be revised at any time without notice. All revisions supersede prior procedures and are effective immediately.

**D. Associated Procedures or Other Information**

SOU Computing Resources Acceptable Use Policy FAD.038 <http://sou.edu/policies/Computing-Resources-Acceptable-Use.pdf>

SOU Information Security Policy FAD.040 <http://sou.edu/policies/Information-Security.pdf>