

POLICY ON PASSWORDS

Category: Information Technology

Administrative Authority: Chief Information Officer

Approval Authority: Vice-President, Administration

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Overview:

Laurentian University recognizes that to best protect your accounts from unauthorized attacks, a password must be strong and must be changed regularly. The policy on passwords will enforce a minimum requirement of length and characters in addition to the frequency of password changes, to ensure the most secure account.

The new policy will also consolidate the GroupWise, Novell, D2L (Desire2Learn) and Library Proxy ids and passwords into your new consolidated Laurentian ID (LUID). Datatel and WebAdvisor will also abide to the new policy on passwords but will remain separate (id and password) from the Laurentian ID for the time being.

Purpose:

Effective February 22, 2011, the policy on password selection and password change frequency must meet the following rules:

- a) The password selection must have a:
 - a. Minimum of 8 characters,
 - b. Minimum of 1 alphabetic and 1 numeric, and
 - c. Optional use of special characters (!, #, \$)

- b) The password frequency change will be enforced once every 6 months; your Laurentian ID will enforce a new password whenever the existing password has not been changed for more than 6 months. The rules for changing your password are as follows:
 - You can reuse part of your password as long as at least one character of the new password is different than the previous password.
 - You will be able to reuse a previously used password if it was not used in the last 18 months.

If the rules are not met, the Laurentian ID system will enforce the password policy.

Scope:

For staff and faculty, your current password should be changed between February 22, 2011 and March 1, 2011. If not, starting March 2, 2011, the Laurentian ID system will force you to change your password.

For students, your current password should be changed as of February 22, 2011. If not, starting June 1, 2011, the Laurentian ID system will force you to change your password.

To change your Laurentian ID password, go to the [Laurentian ID link](#).

WebAdvisor and Datatel passwords will be enforced in approximately 6 months (before September 2011).

Definitions:

What is a strong password? Although the Laurentian ID password will not enforce all of the following attributes, the following password guidelines are strongly encouraged:

- Is at least eight characters long.
- Does not contain your user name or real name.
- Does not contain a complete dictionary word.
- Is significantly different from previous passwords. Passwords that increment (Password1, Password2, Password3 ...) are not as strong.
- Contains characters from each of the following four groups:

Group	Examples
Uppercase letters	A, B, C ...
Lowercase letters	a, b, c ...
Numerals	0, 1, 2, 3, 4, 5, 6, 7, 8, 9
Some symbols found on the keyboard	! # \$

For example, c#Ll3f65!t is a strong password.