

 SOUTHEAST MISSOURI STATE UNIVERSITY · 1873	BUSINESS POLICY AND PROCEDURE MANUAL	Date Issued: 09/17	Revision Date:	Page: 1 of 1
				Classification Code: 10-07
		Section: INFORMATION TECHNOLOGY		
		Subject: PASSWORD MANAGEMENT		

GENERAL STATEMENT OF POLICY

Passwords are an important aspect of information security. A poorly chosen password may facilitate unauthorized access and/or exploitation of Southeast Missouri State University's resources. All users, including contractors and vendors with access to Southeast Missouri State University systems, are responsible for taking the appropriate steps to select and secure their passwords.

1. All user-level character passwords (e.g., email, web, desktop computer, etc.) shall be changed with an appropriate time frame as suggested by the commonly prevailing consensus of security organizations and experts.
2. All user accounts that have system-level privileges (e.g., root, enable, Windows Administrator, application administration accounts, etc.) shall have a unique character password different from all other accounts held by that user.
3. All users at Southeast Missouri State University shall be expected to create a character password whose quality is based on commonly prevailing consensus guidelines of security organizations and experts on the strength of the password.
4. Character passwords for a user used to access university information resources shall not be shared with multiple individuals.
5. Character passwords shall never be written down or stored online without encryption.
6. In the event of a suspected compromise of account or a character password, the event shall be treated as a security incident and shall be reported to the Information Security Officer (ISO).
7. The strength of user passwords shall be tested for strength on a time lapse basis by the ISO or a delegate of the officer.
8. On the malicious or unauthorized breach of an account, the password for the user of the account shall be changed by the ISO or a delegate of the ISO that results in the notification to the user associated by that account.

The Vice President for Finance and Administration shall be responsible for issuing and maintaining operating procedures to implement this policy.