



UNIVERSITY POLICY

INFORMATION TECHNOLOGY POLICIES

Number: 504

Subject: Password Policy

Covered Individuals: All Stakeholders

Covered Campus Locations: All Locations

Date of Origin: September 08, 2017

POLICY STATEMENT

The purpose of this policy is to prevent the unauthorized use of Upper Iowa University systems and data by establishing standards for strong passwords for the protection of user and system passwords.

SCOPE

This policy applies to anyone accessing or utilizing Upper Iowa University's information technology systems and related processes that create, modify, store, or use information that is private and confidential. All such systems and processes will adhere to the minimum acceptable standards.

POLICY

All passwords must be strong passwords and follow the standards listed in the [Password Procedure](#) document. Do not share your passwords with Information Technology Services (ITS) staff, assistants, co-workers, family members, or friends. All passwords must be treated as confidential. In general, a password's strength will increase with length, complexity and frequency of changes. Individuals can protect their own files and University resources by choosing a strong password, changing it frequently, and never sharing it with others. The Password Procedure document provides guidance on creating and maintaining a strong password and outlines the minimum requirements for standard user account passwords and for privileged user accounts.

RULES, PROCEDURES, GUIDELINES, FORMS, AND OTHER RELATED RESOURCES

[UIU Information Technology Password Procedure IT 109](#)

UIU ITS Password Video - <https://goo.gl/Aa65UY>

CONTACTS

Acting as the Policy Owner, the Executive Director of Information Technology Services is responsible for answering questions regarding the application of this policy.

SANCTIONS

N/A

HISTORY

- December 1, 2015
 - Procedure was approved
- September 8, 2017
 - Policy was created due to only having a procedure previously
- October 16, 2017
 - Policy was recommended by University Policy Committee
- November 8, 2017
 - Policy was approved by President's Council