

Southwest Minnesota State University

Information Technology Services Internal Procedure

Information Security Guidelines & Standards

I. Password Standards and Guidelines

I.1 Password Standard for SMSU Managed Accounts

1. A password or passphrase must be at least 8 characters long and shall not exceed 16 characters.
2. Passwords or passphrases must be changed every 90 days.
3. Passwords or passphrases must include a combination of 3 character types such as numbers, special characters, lower case letters, or upper case letters.
4. Spaces and non-English characters can't be used in passwords.
5. The account name part of an e-mail address can't be used. For example, if an e-mail address is user@smsu.edu, "user" or "USER" can't be used in the password
6. After 5 invalid login attempts the user's account will be locked for ½ hour. After the 1/2 hour time limit, the account will be automatically reactivated.
7. Users are not able to reuse passwords or passphrases.
8. Passwords must be protected from unauthorized access.

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