

<b>Title:</b>	Password Complexity and Expiration Requirements		
<b>Division:</b>	Business and Finance	<b>Department:</b>	Information Technology
<b>Procedure Contact:</b>	Chief Information Officer		
<b>Date Posted:</b>	3/18/2018		
<b>Related Policies or Procedures:</b>	<a href="#">EWU 901-02: Appropriate Use of University Resources</a> <a href="#">EWU 203-01: Information Security Policy</a>		

## History

Revision Number:	Change:	Date:
1.0	Initial version	10/3/2018
1.1	Password expiry updates	3/18/2021

## A. Purpose

This procedure outlines the complexity and expiration requirements for Eastern Washington University network account (NetID) passwords.

## B. Definitions

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

Network Account (NetID) - 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, PeopleAdmin, 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 NetID cannot be in your password
  - No use of the following words or phrases within the password: eastern, eagles, 123456, asdfgh, qwerty, changeme, or password
2. Passwords must:
  - Be a minimum of 8 characters
  - Contain characters from at least three of the following categories:
    - o Upper case characters
    - o Lower case characters
    - o Numeric digits (0 - 9)
    - o Special character (~!@#\$%^&\* \_-+=`|\(){}[]:;'"<>.,?/)

o Unicode character of any non-European language

3. Faculty and staff passwords expire every 120 days, except for two-factor authentication (Duo) users. Their passwords expire after 2 years. Student passwords expire every 365 days, except for two-factor authentication users.
4. Passwords can be changed once every 24 hours.
5. These requirements apply to all network (NetID) accounts, generic accounts, resource accounts and all university systems that manage their own passwords.
6. 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 upon approval.