OFFICE OF THE CHANCELLOR
LOUISIANA STATE UNIVERSITY OF ALEXANDRIA

Revision: 1
Effective: September 8, 2020

SUBJECT: Network and Email Password Policy

PURPOSE: Passwords are an important aspect of computer security. They are the front line of protection for user accounts. A poorly chosen password may result in the compromising of the university's entire network. All university employees are responsible for selecting and securing their passwords. All students are initially assigned a user ID and password. Each student is responsible for changing and securing his or her password.

GENERAL POLICY

1. All user IDs and passwords will be unique to each authorized user.
2. Passwords will consist of a minimum of six (6) alpha-numeric characters. Common names and/or phrases may not be used.
3. Passwords will be kept private. Passwords may not be shared, coded into programs or written down.
4. Passwords will automatically expire after 90 days. All users, including student users, will be required to change their password at this time.
5. A user account will be "frozen" after five (5) failed login attempts.
6. Administrative system sessions will be suspended after sixty (60) minutes of inactivity. A password will be required to log back in.
7. Successful logons should display the date, time, and location of the last successful logon.
8. All user IDs and passwords will be terminated within seven (7) working days of discontinuation of employment.
9. Student User Accounts will remain active for four (4) months following the end of a semester. If a student enrolls in the following semester, the account will stay active. If the student does not enroll in the following semester, the account and all associated data will be purged from the corresponding system.

PASSWORD AUDITING

All user IDs and passwords are susceptible to periodic auditing for weakness. All users found to have weak passwords will be notified and given three (3) days to change their password, otherwise the account will be suspended.

APPROVED: _____ 09/08/2020

Paul Coreil, Ph.D., Chancellor *Date*