

UNC Pass Phrase (Password) Policy

Purpose

To define the faculty/staff pass phrase standard for the University of Northern Colorado.

Applies To

This policy applies to all University of Northern Colorado faculty, staff, as well as to any persons working for or with the University of Northern Colorado who have been issued or use a pass phrase to authenticate to University data or resources.

Definitions

Pass Phrase – The term pass phrase is in reference to the standard of moving from individual words to longer more complex series or phrases which increase password length.

Password/Pass Phrase – The majority of persons will refer to pass phrases as passwords. In this documentation all references will be in regard to pass phrases.

Policy

The University of Northern Colorado sets the following requirements for all user pass phrases:

- Pass phrases must be at least 12 characters long
- Pass phrases must be sufficiently complex containing both upper and lower case characters as well as at least one number and at least one special character
- Pass phrases will have a maximum expiration time of 180 days
- Pass phrases will lock out after a maximum of 10 attempts
- Pass phrases cannot contain the user's login ID
- Pass phrases cannot be repeated within 6 expiration cycles and should not be reused
- Pass phrases will lock the account for a period of at least 30 minutes or until an administrator resets the pass phrase.
- Systems and applications should be set to close or prompt for a pass phrase after 15 minutes of inactivity.

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Your unco.edu account password must never be shared. Ignoring this provision is in violation of **University Regulations, Article 9, 3-9-205 General Use** “(3) computer users are expected to secure their passwords and make them difficult to obtain or guess and are responsible for the security of and actions taken with their accounts”. Any violations should immediately be reported to management or the Office of Information Security.

In certain situations, regulations or security concerns may require longer pass phrase length and/or shorter periods before expiration or the use of a multifactor authentication.

All systems used by faculty, staff or persons working with or for the University of Northern Colorado must be adjusted to meet the minimum requirements above.

All exceptions to this policy must be processed through the Office of Information Security and will be reviewed annually.

Revision History

Version	Published	Author	Description
1.0	2014/09/12	Matt Langford	Original publication.
1.1	2015/10/23	Matt Langford	Policy Change, Format change
1.2	2016/08/17	Matt Langford	Annual Review.
1.3	2017/07/20	Matt Langford	Annual Review.
1.4	2018/05/09	Matt Langford	Added a provision which explicitly ties password sharing to a violation of the University Regulations.
1.5	2018/06/05	Matt Langford	Annual Review. Minor Template Update.
1.6	2019/05/23	Matt Langford	Annual Review.