

# Faculty and Staff Password requirements

Passwords are an important aspect of computer security. Changing your user account password is required every 90 days. This requirement helps protect our University's resources, as well as your personal information. As a reminder, the email server sends a warning email notification days before a password is set to expire. Below are the (4) most frequently asked questions concerning passwords.

## Passwords have to consist of the following requirements/standards:

<b>Minimum Length</b>	<b>8 characters.</b>
<b>Expiration</b>	<b>90 days.</b>
<b>Password History</b>	<b>20 password changes are required before reusing a previous password.</b>
<b>Minimum Password Age</b>	<b>24 hours</b>
<b>Lockout</b>	<b>After 25 attempts</b>
<b>Complexity or Composition</b>	<p>Must contain <b>at least three</b> of the following types of characters:</p> <ol style="list-style-type: none"> <li>1. Uppercase characters of European languages (A through Z, with diacritic marks, Greek and Cyrillic characters)</li> <li>2. Lowercase characters of European languages (a through z, sharp-s, with diacritic marks, Greek and Cyrillic characters)</li> <li>3. Numerals (0 through 9)</li> <li>4. Non-alphanumeric characters: <code>~!@#\$\$%^&amp;* -+=` \()\{\}\[\];'"&lt;&gt;.,?/</code></li> <li>5. Any Unicode character that is categorized as an alphabetic character but is not uppercase or lowercase. This includes Unicode characters from Asian languages.</li> </ol> <p><input type="checkbox"/> <b>**The password cannot contain the user's first name, middle name, last name, or username.:</b></p> <ul style="list-style-type: none"> <li>o For example, the name "Erin M. Hagens" is split into three tokens: "Erin," "M," and "Hagens." Therefore, this user could not have a password that included either "erin" or "hagens" as a substring anywhere in the password.</li> </ul>
<b>Rules to Live By</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>NEVER share your password</b></li> <li><input type="checkbox"/> <b>Do NOT write down your password <i>unless</i> you adequately secure it</b></li> <li><input type="checkbox"/> <b>Never choose an easy-to-guess password</b></li> </ul>

## FAQ

### 1. How am I going to remember to change my password?

You will be notified on your JCSU computer shortly before your password expires to change it. You may also want to set a calendar reminder.

### 2. Can I change from off campus?

Yes. Use the AD Password Portal on the Jenzabar Web Portal – <http://adportal.jcsu.edu>

### 3. Will I see a notification if I am off campus?

No. If you think your password is about to expire or you are going to be away from campus for an extended period of time you may want to consider changing the password before leaving. If you leave campus and your password expires, use the AD Password Portal (<http://adportal.jcsu.edu>) to change it. If you have to call the IT Help Desk for assistance. Make sure you have your Employee ID number available for verification.

### 4. Do I have to update the password on my phone?

Yes. Because smart phones and tablets are accessing our email server and retrieving information like any other networked computer, you will have to update the passwords for any devices connected to the email server. This includes iPhones, android phones, windows phones and all tablets. Most often this is done via mail settings of the device. If help is needed, all the IT Help Desk for assistance.