



6.2 PASSWORD POLICY

Category: Technology
Responsible Office: Administrative Services
Responsible Executive: CFO/Vice President, Administrative Services

Date Established: June 3, 2013
Date Last Approved:

Summary

To protect the security and privacy of College and personal information and to be compliant with auditing recommendations and governmental requirements, MCC will enforce password standards to ensure all authorized individuals accessing MCC resources follow proven management practices. The password standards will be enforced by automated system controls whenever possible, and the standards will be implemented on all MCC platforms when technically feasible.

Policy

BACKGROUND

A college-wide password policy is widely accepted as the first line of defense against unauthorized access to network resources. Passwords are essential to protect sensitive data, for compliance, and for security of the college's systems. Our external auditor (Bonadio & Co., LLP) and Technology Services (TS) presented password criteria to MCC's Board of Trustees meeting for approval.

POLICY STATEMENT

MCC's current standards and practices are:

- Password Re-use is limited
 - Expired passwords are kept in history to ensure they are not re-used until the password has been updated 20 times.
- Passwords expire in 180 days
 - Staff must change passwords at least once per semester or two times per year. The user receives a notice 10 days prior to expiration.
- Minimum Password Length is eight (8) characters
- Passwords must be complex

- Passwords must contain at least three out of the four requirements:
 - At least (one) lower case letter
 - At least (one) upper case letter
 - At least (one) number
 - At least (one) special character (#, *, =, etc.)
- Failed login attempts will result in an MCC Network Account lockout
 - The account will become locked and unavailable for a duration of 15 minutes if the user attempts 10 failed logins within a 15 minute period of time.
 - Each subsequent invalid attempt extends the lockout 15 minutes.
 - The account will automatically unlock once 15 minutes pass with no further invalid attempts.
 - An account can be unlocked by the Technology Help Desk if identification is provided
- Sanctions
 - Individuals who violate any part of this policy will be subject to College disciplinary action in accordance with all applicable collective bargaining agreements.

APPLICABILITY

This policy applies to all members of the College community including but not limited to affiliated organizations, faculty, staff, students, volunteers, vendors, guests, and visitors.

RESPONSIBILITY

CFO/Vice President, Administrative Services

Contact Information

Office of Administrative Services