Password Creation Standards

The following are the minimum standards for creating and maintaining user passwords for general access to College systems. Some systems may require slightly different rules. System specific rules will be available through the system login page.

- Passwords must be at least 8 characters, but not more than 15 characters in length.

- Passwords must contain at least three of the four types of characters listed below:
    - Lower case letters (a, b, c)
    - Upper case letters (A, B, C)
    - Numbers (1, 2, 3)
    - Any of the following symbols (=,-,#,%,^,*) No other symbols are allowed.

- Passwords cannot contain the individual's full first or last name.

- Previous passwords stored in the system cannot be reused. The College's directory system will keep a history of 10 previous passwords.

- Passwords should not be easily guessed.

- Passwords should never be written down and stored where someone else might see them.

- College passwords should be unique and not used for other purposes or in other systems (e.g. your bank account, outside email systems or for shopping sites).

- Passwords must be changed every 90 days.

Approved by Executive Council
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