

## **NETWORK/EMAIL PASSWORD POLICY**

### **1. Purpose**

The purpose of this policy is to describe and inform users of the proper use of passwords on the University's email, network and voicemail systems.

### **2. Scope**

This policy affects all users of the University's email, network and voicemail systems.

### **3. Policy standards and guidelines for OLLU email/network accounts**

- a. Passwords **MUST** be changed whenever compromise is suspected.
- b. Passwords should be changed periodically, at least once per semester.
- c. Passwords must be at least 7 characters in length.
- d. Passwords should not be easily "guess-able," but easy to remember (such as 2 unrelated words).
- e. Passwords should include a combination of letters (upper and lower case), numbers & characters.
- f. Passwords **ARE** case-sensitive.
- g. Passwords should not be written in any form, but if necessary, they must be kept in a secure location.
- h. Passwords should not be divulged to anyone for any reason, except to known OLLU system administrators or helpdesk staff **ONLY** if required for support purposes.

Examples of good passwords (DO NOT USE THESE EXAMPLES!  
Make up your own!):

baD/fr0g      Ye11-StorM

### **4. Policy standards and guidelines for OLLU voicemail accounts**

- a. Passwords **MUST** be changed whenever compromise is suspected.
- b. Passwords should be changed periodically, at least once per semester.
- c. Passwords must be at least 4 digits in length.

- d. Passwords should not be easily "guess-able."
- e. Passwords should not be written in any form, but if necessary, they must be kept in a secure location.
- f. Passwords should not be divulged to anyone for any reason, except to known OLLU system administrators or helpdesk staff ONLY if required for support purposes.

## **5. Compliance**

- a. The University administration reserves the right to monitor use of email, network and voicemail passwords and may do so without prior notification. All University department heads and administrators are responsible for monitoring users' compliance with this policy.
- b. Violations of this policy will be taken seriously and may result in disciplinary action, including possible termination or expulsion and civil or criminal liability.

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