

# Western Dakota Technical Institute Procedure– 3804.0001

## Domain User Password Procedure

Your WDT password provides you with access to many network resources. Every time you connect to one of these resources, you must prove you are who you say you are. To protect your privacy and data from being compromised it is important that you choose a password that will be difficult for others to guess.

Password complexity requirements:

- Passwords must not contain portions of a user's account name or full name
- Passwords must be at least 8 characters in length
- Passwords must contain characters from three of the following four categories:
  - English uppercase characters (A through Z)
  - English lowercase characters (a through z)
  - Base 10 digits (0 through 9)
  - Non-alphabetic characters (for example, ! \$,#,%,\*)

Rules for securely storing and managing passwords:

- If passwords must be written down on a piece of paper, store the paper in a secure place and destroy it when it is no longer needed.
- Never share passwords with anyone.
- Use different passwords for all user accounts.
- Change passwords immediately if they may have been compromised (lost, stolen, etc.)

Account lockout policy:

- Accounts will be locked out for three hours after 5 unsuccessful login attempts.
- Users must contact the Help Desk to re-enable their account before the end of the three hour timeout.

Password Age and History:

- Passwords will expire every 6 months, at which time a new password must be set. The new password must not be a password used in the past 2 years.