

LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM  
Policy # PS.4.002

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Title: Password Rest Policy - Network

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Authority: System Office Action  
Effective Date: 1/18/2006  
Last Revision: Initial

Original Adoption: 1/18/2006

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### 1.0 Purpose

To ensure that [network account passwords](#) are changed on a regular basis so as to minimize the unauthorized use of [network resources](#) or [applications](#).

### 2.0 Scope

This policy applies to all LCTCS employees, contractors, vendors and agents under the direction of LCTCS employees whose network account - college specific or enterprise wide - is used to access the Enterprise Resource Planning System (i.e. Peoplesoft)

### 3.0 Policy

Each institution must establish [automated enforced network access account processes](#) that require each network account holder defined within the scope to change his/her account password at least once every forty-five days.

All other accounts must be defined in such a manner as to preclude access to [ERP resources](#).

Institutions that have specific Information Technology security procedures must ensure that such policies reflect minimum requirements set forth in this policy with regard to the required changing of network access account passwords.

### 4.0 Definitions

#### [ERP Resources](#)

Servers, and storage devices used to deliver and support the LCTCS Enterprise Resource Planning system (i.e. Peoplesoft).

#### [Network Account](#)

An established relationship between a user and a network. User accounts require a username and password

### Password

A secret word or code used to serve as a security measure against unauthorized access to data.

### Network Resources

Hardware, software, applications, or data that is part, or can be accessed through the network.

### Applications

Any data entry, update, query or report program that processes data for the user. It includes the generic productivity software (spreadsheets, word processors, database programs, etc.) as well as custom and such as the Enterprise Resource Planning System (i.e. Peoplesoft).

### Automated Enforced Network Access Account Processes

A set of rules monitored and executed by an automated system that enforces business policies. In the context of this policy an example would be the number of days a password will be valid before the system forces a user to establish a new password.