

# LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

## Policy # PS.4.002

Title: Network Account Password Management Policy – Banner ERP

Authority: System Office Action  
Effective Date: 1/18/2006  
Last Revision: 5/27/2013

Original Adoption: 1/18/2006

### **1.0 Purpose**

To ensure that network account passwords are changed on a regular basis and adhere to a specific password strength so as to minimize the potential of 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 is used to access the Enterprise Resource Planning System (i.e. Banner).

### **3.0 Policy**

LCTCS has established an automated network account management processes that requires each network account holder defined within the scope to change his/her account password at least once every one hundred and five days. Password must be a minimum length of 12 characters. Additionally, this process requires that network/application passwords contain the three criteria: 1) Upper case letters, 2) numbers, and 3) special characters.

### **4.0 Definitions**

#### *Network Account*

An established relationship between a user and a network/application. 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 the Enterprise Resource Planning System (i.e. Banner).

#### *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 that meets length and strength requirements.