User Password Procedure

Related Policy
ICT Security Policy
ICT Services and Facilities Use Policy
ICT Access Control Policy

Responsible Officer
Chief Information Officer

Approved by
Chief Information Officer

Approved and commenced
August, 2014

Review by
August, 2017

Responsible Organisational Unit
Information Technology Services

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1 Objective

This document details the minimum standards for user passwords required to support the continued confidentiality, integrity and availability of the University of Tasmania Information and Communications Technology (ICT) Facilities.

2 Scope

All staff, students and associates of the University of Tasmania.

3 Procedure

<table>
<thead>
<tr>
<th>Step</th>
<th>Details</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Passwords for University of Tasmania ICT Services and Facilities will be generated for Authorised Users upon commencement of their relationship with the University.</td>
<td>ICT Officers</td>
</tr>
<tr>
<td>2.</td>
<td>All user passwords must:</td>
<td>Authorised Users</td>
</tr>
<tr>
<td></td>
<td>• Contain a minimum of eight characters; and</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Contain at least one character from the following character classes:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>o Upper case alphabetic (A-Z)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>o Lower case alphabetic (a-z)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>o Numeric (that is: 0-9)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>User passwords must not be:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• A derivative of the Username;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• A derivative of the word ‘password’.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>The University recommends that passwords contain a special character for additional strength, particularly where Authorised Users are accessing privileged or confidential information. Examples of special characters include:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• !,@,#,$,%,&amp;,*:?</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Passwords must be changed every ninety (90) days, and must be different from the previous eight (8) passwords.</td>
<td>Authorised Users</td>
</tr>
<tr>
<td>4.</td>
<td>Passwords will have a minimum age of one (1) day before they can be changed. Unless at initial provisioning of the account.</td>
<td>Authorised Users</td>
</tr>
<tr>
<td>5.</td>
<td>All Passwords are to be treated as sensitive and confidential and must not be divulged to any party other than the account user.</td>
<td>Authorised Users</td>
</tr>
</tbody>
</table>
6. The minimum password standards as detailed in Step 2 must be automatically enforced for University of Tasmania domain accounts.

Where systems use accounts that are not synchronised with domain services they must be configured to implement the minimum password composition described in this procedure.

ICT Services using non-domain accounts should also implement password ageing controls if possible.

7. If a Password is divulged or compromised in any way, it must be changed and meet the requirements of Step 2.

4 Definitions and Acronyms

Academic Unit Means the secondary organisational unit in the academic structure of the University, reporting directly to the College Executive Deans, as per Ordinance 14 – Academic Structure.

Access Connection of University, personal or third party owned Devices to ICT Infrastructure facilities via a direct or indirect connection method. Such connection methods could include but are not restricted to:
- LAN/MAN/WAN network connections (e.g. Ethernet);
- Wireless network connections;
- Remote access via a third party such as a contracted ISP with trusted access to the University network;
- Connection via VPN (Virtual Private Networking) technology; and
- Connection to any systems, services and applications.

Account A combination of a username (identifier) and password allocated by an ICT Officer to an Authorised User (the account owner) to access ICT Services, Facilities and Infrastructure.

Authorised User An individual who has been granted access to University ICT Services under one or more of the following categories:
- A current member of the governing body of the University;
- A currently employed officer or employee of the University;
- A currently-enrolled student of the University;
- Any person granted access to use University of Tasmania ICT Services including, but not limited to:
- A contractor undertaking work for the University under the provisions of a legal contract;
- A member of a collaborative venture in which the University is a partner; or
- A visiting lecturer, student or other associate who is undertaking similar activities in a recognised University, as a registered associate.

**College**

Means
(a) the primary organisational unit in the academic structure of the University, as per Ordinance 14 – Academic Structure
(b) the University College

**Device**

Any computer or electronic device capable of accessing, storing and communicating data.

**ICT**

Information and Communication Technologies

**ICT Facilities**

All computers, terminals, telephones, end host devices, licences, centrally managed data, computing laboratories, video conference rooms, and software owned or leased by the University.

**ICT Infrastructure**

All electronic communication devices, networks, data storage, hardware, and network connections to external resources such as AARNet and the Internet.

**ICT Officer**

The University of Tasmania staff authorised by the College, Academic Unit and/or Chief Information Officer to maintain and/or administer ICT Services, Facilities, Infrastructure, user level accounts and passwords.

**ICT Security Manager**

The ITS appointed representative responsible for ICT security.

**ICT Services**

All systems supporting interaction, information provision, information storage, or communications provision and the ICT Facilities on which they operate.

**ITS**

Information Technology Services

**Password**

A secret series of characters that enables an Authorised User to access any IT Infrastructure facility. Normally paired with a Username and associated with an Account.

**University**

The University of Tasmania
Username  Name used to identify an account. Normally associated with a password.

5 Supporting Documentation

- ICT Security Policy
- ICT Services and Facilities Use Policy
- ICT Access Control Policy

6 Versioning

<table>
<thead>
<tr>
<th>Former Version(s)</th>
<th>User Password Procedure, approved May, 2010; reviewed May, 2014.</th>
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<tbody>
<tr>
<td>Current Version</td>
<td>User Password Procedure updated minor amendments to update references to current standards/terms; approved by Responsible Officer, Chief Information Officer, August, 2014; amended to update password detail specifics approved Responsible Officer, October, 2014. Amended in December 2016 to incorporate Colleges. Amended in December 2017 to reflect academic structures and nomenclature.</td>
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