DVC Procedure 5030.03
PASSWORD PROTECTION PROCEDURE
ADOPTION: May 17, 2004
REVISED: April 24, 2006
REFERENCES: Board Policy 5030
Business Procedure 10.06

DVC Requirements

Computer and network security is the responsibility of everyone. As such, everyone must implement security precautions for selecting strong passwords and protecting them from unauthorized use on an ongoing basis.

> **Acceptable Technology Use Policy (BP 5030)**
> [Excerpt] *Each employee user will have his/her own login name and password. This password must be kept secure, meaning it should not be shared or posted anywhere. Employee users should only use their own login names and passwords.*

Background

This policy refers to DVC domain accounts which are used for accessing your computer, email, personal and shared network directories, DVC/district Intranets, print services, website development, network applications, VPN access, etc. The account consists of a username and password and is typically used when starting up a DVC computer. Protection from unauthorized access to computer and network resources is not only critical in safeguarding individual information, but the information of other users, too. This account is separate from Datatel, WebAdvisor and WebCT.

Policy

When a DVC domain account is created, users are given a temporary password. When first accessing this account, individuals must change their password immediately. To ensure that a password is strong and protected on an ongoing basis when it is changed, users will be required to adhere to the following password guidelines:
• length must be at least seven characters (up to maximum of fifty-six characters)
• cannot contain all or part of account user name
• must contain characters from three of the four categories:
- English uppercase characters (A through Z)
- English lowercase characters (a through z)
- Base 10 digits (0 through 9)
- Non-alphanumeric characters (for example, !, $, #, %)
• change password every 365 days
• not allowed to re-use the same password
Passwords should be changed every three months or so. However, at a minimum, they must be changed every year. Passwords should be kept private and protected. For example, do not leave your password written on a post-it note by your computer and do not share it with others (e.g., students, co-workers, etc.).
For assistance in changing or resetting your password, contact the DVC help desk at x2245 or helpdesk@dvc.edu.

For more information, go to http://www.dvc.edu/technology/helpdesk.htm