



Title  Password and Access Management Policy	Policy ID:  <b>610-1</b>	
	Version:  <b>3.0</b>	Date:  <b>7/5/2017</b>

## 1. Purpose

- 1.1. This policy defines the essential rules regarding password and access management of all systems and services at the Vermont State Colleges.

## 2. Scope

- 2.1. This policy applies to systems and services accessible within the network at the Vermont State Colleges.

## 3. Policy

### 3.1. Password

Passwords must:

- Be a minimum length of 8 characters
  - Contain at least three of the following categories
    - Upper Case alpha characters
    - Lower Case alpha characters
    - Numeric characters
    - Special characters
  - Be changed a minimum of every 90 days
  - May not be used as a password for an account in any other system
  - Not to be reused – password history will be maintained for the last 4 passwords
- Default passwords will be pre-expired, forcing a password change on first use.

User's identity will be verified before changing or resetting passwords.

### 3.2. Access Management

Accounts are:

- Locked after 6 failed attempts, the lockout time is 30 minutes or until administrator reset
- Disabled after 90 days of disuse
- Immediately revoked after termination
- For individual use only – Shared or group accounts are prohibited
- Administrator accounts require Two Factor Authentication
- Users idle for 15+ minutes require re-authentication with the exception of longer idle times given for classroom computers
- Access requires documented approval (including third party access).
- Third party access will be monitored when in use

### 3.3. Access Requests

Access requests for all systems must be documented and made available upon request.

Access requests must be requested or approved by a source of authority. These include the Chancellor, CIOs, CTOs, Presidents, Academic Deans, and some Managers. If approval is not provided upon request, the request may be returned incomplete until approval is granted.

Approval is the responsibility of the requesting party.

## 4. References

## 5. Definitions

### 5.1. VSC – Vermont State Colleges

## 6. Revisions

Date	Revision	Approval	Signature
1-31-18	Modified to be general not just PCI	M. Knapp	
2-8-18	Formatted	M. Knapp	
2018/03/08	Updated Access Request	D. Bazluke	
11/15/2019	Approved by ITC	G. Malinowski	
2019/11/18	Approved	D. Bazluke	
2019/11/18	Approved	M. Knapp	