

Augusta University

Policy Library

Password Protection Policy

Policy Owner: Information Technology Support and Services

POLICY STATEMENT

Passwords shall be the minimum acceptable mechanism for authenticating users and controlling access to information systems, services and applications unless specifically designated as a public access resource. All faculty, staff and students (including contractors and vendors with access to information systems) are responsible for taking the appropriate steps to select and secure their passwords. Passwords should never be shared with anyone.

Passwords are an important aspect of computer security. A poorly chosen and unchanging password could lead to inappropriate or unauthorized access to enterprise information resources, which could impact data integrity and availability.

AFFECTED STAKEHOLDERS

Indicate all entities and persons within the Enterprise that are affected by this policy:

- Alumni Faculty Graduate Students Health Professional Students
 Staff Undergraduate Students Vendors/Contractors Visitors
 Other:

DEFINITIONS

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PROCESS & PROCEDURES

- If you suspect your account and/or password has been compromised, report the incident to ITS Information Security Office and change all passwords
- Do not write down passwords
- Do not reuse a password
- Do not store passwords without encryption.
- Do not use the same password for Augusta University accounts as for other non-Augusta University access (e.g., personal ISP account, on-line banking, email, benefits, etc.).
- Do not share Augusta University passwords with anyone, including administrative assistants or secretaries. All passwords are to be treated as sensitive, confidential Augusta University information.
 - Don't reveal a password over the phone to ANYONE
 - Don't reveal a password in an email message
 - Don't reveal a password to your supervisor
 - Don't talk about a password in front of others
 - Don't hint at the format of a password (e.g., "my family name")

Office of Compliance and Enterprise Risk Management Use Only

Policy No.: 628

Policy Sponsor: Type the title of the Executive Leader of the department.

Originally Issued: Not Set

Last Revision: 10/26/2016

Last Review: 06/13/2017

- Don't reveal a password on questionnaires or security forms
- Don't share a password with family members
- Don't reveal a password to co-workers while on vacation
- Do not use your username, first or last name in the password
- Don't use the "Remember Password" feature of applications (e.g., Email, Instant Messaging, Web browser, etc.).

REFERENCES & SUPPORTING DOCUMENTS

- Password Standard

RELATED POLICIES

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APPROVED BY:

President, Augusta University and CEO, AU Health System Date: 06/13/2017