



Campus Network Account Password Policy

1. Overview

Passwords are an important aspect of computer security. They are the front line of protection for user accounts. A poorly chosen password may result in the compromise of IFT's entire network. As such, all IFT Campus Network account holders are responsible for taking the appropriate steps, as outlined below, to select and secure their passwords.

2. Purpose

The purpose of this policy is to establish a standard for creation of strong passwords, the protection of those passwords, and the frequency of change.

3. Scope and Applicability

This policy applies to all faculty, staff and students who have or are responsible for an IFT Campus Network account.

4. Password Construction Guidelines

- 4.1 Initial passwords must be changed at first login;
- 4.2 All passwords must be changed on at least a quarterly basis (90 days);
- 4.3 All passwords must meet the following complexity requirements;
 - 4.3.1 Not contain the user's account name or parts of the user's full name that exceed two consecutive characters;
 - 4.3.2 Be at least 8 characters in length;
 - 4.3.3 Contain characters from three of the following four categories:
 - 4.3.3.1 English uppercase characters (A through Z)
 - 4.3.3.2 English lowercase characters (a through z)
 - 4.3.3.3 Base 10 digits (0 through 9)
 - 4.3.3.4 Non-alphabetic characters (for example, !, \$, #, %)

5. Password Protection Standards

- 5.1 Do not use the same password for IFT Campus Network account as for other non-IFT access (e.g., Facebook, MySpace, online banking, etc.).
- 5.2 Do not share passwords with anyone, including roommates, student workers, family members, co-workers, administrative assistants or consultants. All passwords are to be treated as sensitive, confidential IFT information. Here is a list of "dont's":



- 5.2.1 Don't reveal a password over the phone to ANYONE
- 5.2.2 Don't reveal a password in an email message
- 5.2.3 Don't reveal a password to the boss
- 5.2.4 Don't talk about a password in front of others
- 5.2.5 Don't reveal a password on questionnaires or security forms
- 5.2.6 Don't share a password with family members
- 5.2.7 Don't reveal a password to co-workers while on vacation
- 5.3 If someone demands a password, refer them to this document or have them call someone in the Information Technology Team.
- 5.4 Do not write passwords down and store them anywhere in your office. Do not store passwords in a file on ANY computer system (including smart phones, PDAs, or similar devices) unless that file is encrypted.
- 5.5 If an account or password is suspected to have been compromised, report the incident to IT Service Desk and change the password immediately.
- 5.6 Passwords shall not be stored in clear text on the computer system.

6. Password Expiration

Users cannot logon to IFT Campus Network if they have not had their password changed within the required change timeframe (15 days before the expiry date).

7. Password Change

- 7.1 During the required change timeframe, the users will be prompted by the system to change password when they log in the Campus Network or the users can change it at <https://email.ift.edu.mo/owa/auth/expiredpassword.aspx>.
- 7.2 The password **cannot** be the same as your **previous 4 passwords**.

8. Password Reset

If users forgot the password, they can reset password via:

- Campus Kiosk
- Website (<https://apps.ift.edu.mo/ResetPassword>)

Besides the above methods, users can contact IT Service Desk during normal hours of operation to have the password reset.

9. Maximum password attempts

If users fail to properly input the password after **twenty** times, their IFT Campus Network Account will be locked. They must contact the IT Service Desk during normal hours of operation to unlock the account and reset the password.

You are always welcome to approach our Service Desk for assistance (Email: helpdesk@ift.edu.mo, Mong-Há Campus Tel: 8598 3120, Taipa Campus Tel: 8598 2072).