



"Linking Citizens of Louisiana with Opportunities for Success"

Southern University and A & M College System
AGRICULTURAL RESEARCH AND EXTENSION CENTER

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SUBJECT: Password Policy and Guidelines

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Password guidelines

The proper use of a secured, confidential password is the easiest and most effective security tool available. Passwords should not be divulged to other persons and must be changed on a regular basis.

General guidelines

The SU Ag Center Office of Technology Services has been mandated by state standards, policies and procedures for passwords (**Louisiana Office of Computing Services IT STD-009, 03/28/2007**) as follows:

- Your password must be at least 8 characters in length.
- Passwords are case sensitive. Make sure that when you type your password, the Caps Lock key is not on accidentally.
 1. Strong passwords contain at least three of the following:
 - Uppercase letters A-Z
 - Lowercase letters a-z
 - Digits 0-9
- Special characters such as "*?#\\$'=- and spaces
- Use numbers and letters to create an imaginary license plate, such as 4Score&7 or 2BorNot?
- Rather than using "words", create your own password using the first characters of words from a book, song, or poem. For example, "Icrl12m!" is short for "I can retire in twelve months!"

Things to avoid

- Don't use variations of your LAN id, HR#, or the word "password"
- Don't use the name of anyone or anything that can be associated with you (children, spouse, hobby, etc.)
- Don't use any personal information, for example: your initials, phone number, birth date, job title, social security number, organizational unit, etc.
- Don't use any of these spelled backwards.
- Don't use keyboard sequences, "qwerty" or the same letter repeated multiple times
- Don't use sample passwords, from a book or article that discusses computer security. That includes examples from this page.
- Don't use a variation of a old password. A new password should differ significantly from the previous password in order to prevent someone from guessing a predictable cycle, e.g., Apple1a, Apple2b, Apple3c. <== bad practice
- Don't use any word that can be found in a dictionary, even with numeric suffixes (e.g., Payroll26)

If you have specific questions or need assistance in resetting your password, please call the Office of Technology Services at (225) 771 2242 ext 302.

IT Policy: SUAREC - Password Policy and Guides-06.06.2006