

**Greenville Technical College
Administrative Policies**

4-10 Password Policy

Insertion Date: 1-13-2014
Revision Date: _____
Removal Date: _____

Approved by:

Kiah Miller

Purpose:

Passwords are the primary form of user authentication used to grant access to Greenville Technical College (GTC) information systems. To ensure that passwords provide as much security as possible, they must be carefully created and protected. Without strict usage guidelines, the potential exists for passwords to be created that are easy to hack allowing easier illicit access to GTC's information systems, thereby compromising the security of those systems and the information contained therein.

Scope:

This Password Policy applies to any person(s) accessing all information systems and information system components provided by GTC. For more details, please review the Information Technology Acceptable Use Policy.

Policy:

1. Passwords must follow Office of Information Technology requirements based on industry standard best practices for the following:
 - a. Length and complexity
 - b. Minimum and maximum lifespan
 - c. Frequency of reuse
2. Passwords are to be used and stored in a secure manner.
3. Passwords are to be individually owned, kept confidential, per the Computer Use and Electronic Media Policy.

Non-Compliance:

Violation of these policies or procedures will be considered a security breach and will result in disciplinary action up to and including termination.

If applicable :

Procedures	
Forms	
SBTCE Policies and Procedures	