Subject: Password Management Policy

Policy
Health Information Technology (HIT) will ensure that a stringent Password policy is maintained for all users. All HIT supported (CHM, COM, CON, Olin and HealthTeam) employees including contractors and vendors, with access to msufgp\hc.msu.edu systems are responsible for utilizing the guidelines as outlined below to select and secure their passwords.

Users with multiple accounts to different systems should use a different password for each system.

Passwords must not be inserted into email messages or other forms of electronic communication.

Passwords must not be accessible to, shared with or used by anyone other than the account holder.

If an account or password is suspected to have been compromised, immediately report the incident to the HIT Support Desk (355-6531) and change all passwords associated with the account holder.

Purpose
This policy describes the Health Information Technology’s requirements for acceptable password selection and maintenance in order to maximize security of passwords and minimize misuse or theft. Passwords are an important aspect of computer security as they form the front line of protection for user accounts. A poorly chosen password may result in the compromise of MSU HIT’s network.

Process
1. All users or account holders must create a strong password using the following criteria:
   o Must be at least 8 characters long
   o Must contain at least one upper case and/or one lower case letter
   o Must contain at least one number
   o Inclusion of one or more special characters (e.g., @, #, $) are recommended but not required
   o The password cannot contain the user name

2. All users must change their passwords when required to do so by Health Information Technology.

3. If a user is locked out of their account, they must call HIT Support Services at 355-6531 to request an account to be unlocked.
   o Must have Z-PID or A-PID to identify over the phone.
   o If the user does not know Z-PID or A-PID number, then the user must log onto myid.msu.edu to retrieve number.
   o Give Z-PID/A-PID to HIT Technician.
   o HIT technician will log onto myid.msu.edu to verify the number.
   o If there is no Z-PID or A-PID for the account user, photo ID will be required.