Background

Strong authentication is an important aspect of computer security and is the front line of protection for user access to computerized information systems containing restricted data, identity information, financial information, or other electronic information. This policy is to ensure that all university employees (including contractors and vendors with access to university systems) take responsibility for using appropriate means for establishing positive identification when accessing university information systems.

Policy

IT@UC and University of Cincinnati data custodians (computer systems administrators) are responsible for ensuring that university information is protected from inappropriate disclosure.

- Passwords must be protected from disclosure and must not be shared. Users who suspect that their passwords have been disclosed or compromised must immediately reset all passwords in question via Password Self Service (PSS) and notify the IT@UC’s Service Desk.
- Access to software applications used to host, display, process, and/or transmit Restricted data (such as applications for human resources, accounting, student information system, restricted research data, etc.), must utilize the multi-factor authentication solution provided by IT@UC Office of Information Security.
- Passwords must meet the following criteria:
  - Minimum of eight characters
  - Must contain uppercase (A-Z), lowercase (a-z), alphanumeric (0-9) characters
  - Default passwords must be changed immediately
  - All passwords must be encrypted and/or hashed during transit and when stored
  - Password lockout must occur after authentication failure of multiple attempts (ideally 5 or less)
  - Expiration period of no longer than 180 days
  - Some regulations or contractual obligations may require more stringent requirements than listed above. If applicable, those requirements must be applied to ensure compliance. For example, the Payment Card Industry – Data Security Standard (PCI-DSS) requires password expiration of no longer than 90 days.

Definitions
Data Custodian – computer system administrators responsible for the operation and management of systems and services which store or provide access to institutional data.

Contact Information

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