

## APPENDIX A. SYSTEM PASSWORD STANDARD SETTINGS

- Minimum length of eight characters, including at least three of the following character types:
  - one digit;
  - one upper case character;
  - one lower case character;
  - at least one special character; and
  - no dictionary words.
- Password changes are to be forced every 60 days.
- Passwords cannot be repeated within 10 changes.
- New passwords cannot be changed for 24 hours, except where the password had been reset by a privileged user or administrator.
- Users logging on in the last six days before password expiry are to be warned that their password will expire soon.
- Users are to be permitted five unsuccessful attempts at logon with the incorrect password within a 30 minute period before their account is locked. There is to be no automatic unlock. Users are required to request their account be unlocked through a school 'privileged user' or IT Administrator.
- Users are permitted five unsuccessful attempts at answering user validation questions before their account is locked.