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## Southern Virginia Higher Education Center Policy

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**Policy # 4105**

**Policy Title: PASSWORD MANAGEMENT POLICY**

**Responsible Oversight Director: Chief Finance & Operations Officer (CFOO)**

**Date of Current Revision or Creation: March 4, 2008**

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### A. PURPOSE

Effective password management is the single most important element in the overall security of the Southern Virginia Higher Education Center (SVHEC) IT Resources' security; therefore, effective password management by our users is the key to the protection of our IT resources. This policy is to establish a standard for creation of strong passwords, the protection of those passwords, and the frequency of change.

### B. AUTHORITY

Virginia Code Section 23-231.24-29, as amended, grants authority to the Board of Trustees to establish rules and regulations for the institution. Section VIII (E) of the [Board of Trustees Bylaws](#) grants authority to the Executive Director to implement the policies and procedures of the Board relating to the SVHEC operations.

The policies of the SVHEC fall within the following framework and hierarchy and, therefore, are subject to compliance with laws and regulations instituted by higher levels of authority:

1. Federal laws and regulations
2. State laws and regulations
3. Board of Trustees policies
4. **SVHEC policies**
5. Departmental policies and procedures

In the event of a conflict between different levels in 1 through 5 above, the lower numerical heading shall take precedence over higher numerical heading.

## C. DEFINITIONS

Authorized Person – A person who has established a need to VPN to the SVHEC’s Network, and has requested and received the necessary authorization.

Shared Systems – Computer programs or services that can allow more than one authorized user access and are connection to the SVHEC’s network.

SVHEC Network – Computers, telecommunication equipment, networks (wired or wireless), databases and data processing systems, the SVHEC SharePoint, printing management information systems, and related information, equipment, goods and services.

## D. SCOPE

This policy applies to all colleges and universities offering programs and courses at the SVHEC and those agencies offering services to students of the SVHEC. SVHEC policies and procedures are applicable to all members of the SVHEC community unless a specific policy states otherwise. SVHEC policies are located on the website, [www.svhec.org](http://www.svhec.org).

## E. POLICY STATEMENT

**Password Standards for Shared Systems:** SVHEC’s IT Administrators shall work in conjunction with the CFOO to establish a standard (SVHEC Minimum Password Standard) for shared systems connected to the SVHEC’s network, including those purchased and administered by individual departments that includes minimum strength and frequency of change. Administrators of such systems shall be responsible for communicating and enforcing these standards.

Passwords are not to be disclosed (except to SVHEC IT staff for maintenance purposes and upon completion of maintenance; IT staff will tic the password change required box on the user’s account), emailed, or handled frivolously (i.e. left written down in your office). All personal computers of the SVHEC issued for staff usage will require a network logon and meet the SVHEC’s Minimum Password Standard.

**PC Information Security:** Individuals, managers, directors, and other SVHEC member organizations are responsible for the security of individual PC’s and the data stored within their domain and may elect to employ local level passwords as a method of protection (i.e. boot passwords).

## **F. RELATED INFORMATION**

N/A

<sup>1</sup>Procedures are not a part of the policy document. They are maintained separately.

**POLICY HISTORY**

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**Director Policy Review Committee & Policy Responsible Oversight Director - Approval to Proceed:**

Patricia M. Nelson

Responsible Oversight Director's Signature

7/1/2013

Date

**Executive Director – Provisional Approval of Policy:**

Betty A. Cole

Executive Director's Signature

7/1/2013

Date

Date of Presentation to Board of Trustees:

Date of Approval by Board of Trustees:

Default Approval Date (if necessary):

**Board of Trustee – Approval of Policy:**

\_\_\_\_\_  
Chairman's or Designee's Signature

\_\_\_\_\_  
Date

**Policy Revision Dates: February 10, 2014**

**Scheduled Review Date: February 2019**

