

**Campus Technology Services
Solutions Center**

Juniata College

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Password Security Policy

03/26/14 AMW

Network and data security at Juniata College is highly dependent on the security of users' passwords. At the user level, passwords protect computers, files, and email accounts. At the organizational level, passwords protect the integrity of important systems and services, such as Datatel, Email, File Sharing, Web, Online Library Access, and Printing. Any time a password is compromised, an opportunity for an unauthorized user to invade these resources presents itself. All users of the Juniata network, EagleNet, must change their password at least one time per year.

Unauthorized users can obtain passwords in numerous ways. Passwords that are shared or written down serve as an open invitation. They can also be obtained electronically by hackers who capture traffic traveling across the network and the Internet. Either of these methods would provide unauthorized access to our network. The results of this could range anywhere from unauthorized access to confidential student or employee data to deleting files and crashing mission critical servers.

We have been enforcing an annual password change policy since October 1, 2003; however, we encourage all users to change their passwords on a more frequent basis. Use the following guidelines to help ensure network and data security.

1. Change your password as frequently as possible. Once every two months is recommended.
2. Do not write your password down or share it with anyone.
3. Use difficult non-dictionary passwords with at least 8 characters and include numbers and special characters.

We provide access to an account self-service portal for users to change and reset their passwords without assistance from the CTS Help Desk. For instructions on how to sign up for the account self-service portal and to change your password, please go to <http://services.juniata.edu/cts/wiki/index.php/juniata-tools/62-account-self-service-portal>. The self-service tool is available at <https://accounts.juniata.edu>.