

ADMINISTRATIVE PRACTICE LETTER

SUBJECT: STRONG PASSWORDS

As part of building a more secure IT infrastructure, the University of Maine System and its seven campuses have developed a standard for strong user passwords. This standard will be in place by 8/31/2007.

1. Password characteristics

- Contain both upper and lower case characters (e.g., a-z, A-Z)
- Contain digits and punctuation characters as well as letters (e.g., 0-9, !@#\$%^&*()_+|~-=\`{ }[]: ";' < > ? , . /)
- Are at least eight alphanumeric characters long
- Are not a standalone word in any language, slang, dialect or jargon, etc.
- Are not based on personal information, names of family, etc.
- Are changed every 180 days using a password text not previously chosen.

2. Responsibility:

Strong passwords are the responsibility of each individual who uses services provided by any entity of the University of Maine System.

UMS ITS and the IT organizations of each of the seven institutions will:

- Communicate this directive to students, faculty and staff.
- Make a best effort to convert existing systems and ensure that future systems adhere to and enforce the policy.

APPROVED:

Chief Financial Officer and Treasurer