



LAKE FOREST  
COLLEGE

## Lake Forest College Password Policy

Lake Forest College Information Technology Services is charged with maintaining a robust and secure computing and network infrastructure in support of the College's academic mission. An important part of maintaining a safe and reliable environment is ensuring all who have named account access to College resources follow basic security best practices including the changing of passwords on a regular basis.

The College password policy requires all active domain (lakeforest.edu) account holders to change their passwords no less than once every 180 days. The number of days until the next password expiration begins on the date of the last password reset for each individual, so there is no set date that all passwords expire.

The minimum password requirements are as follows.

- Eight character minimum length.
- Must contain one character from three of the following four categories:
  - Upper case letters (A through Z)
  - Lower case letters (a through z)
  - Numerical digits (0 through 9)
  - Non-alphabetic characters, (e.g. !, \$, #, %).
- Minimum password age of no less than three days.
- A unique new password from the last one set (the last five passwords are remembered).
- Cannot contain the user's account name or parts of the user's full name that exceed two consecutive characters.

It is important that all account holders view their account passwords as keys granting them named access to College computing resources. This activity is governed by and subject to the Acceptable Use of Information Technology Resources at Lake Forest College Policy. Under no circumstances should an individual share a domain password with anyone else outside of IT, and then only through a secure channel for purposes of troubleshooting. If there is any reason to believe an individual's password may have been exposed to another person for any reason, the password should be changed immediately.

A Lake Forest College domain password may be changed in two ways:

1. Enroll in the Lake Forest College Password Self Service solution at [www.lakeforest.edu/password](http://www.lakeforest.edu/password). This allows active account holders to reset passwords remotely.
2. Press **Ctrl + Alt + Delete** on a PC that is part of the College domain, (e.g., a College-owned computer in a lab or office), and click on the **Change a password** option. This will lead to a prompt to enter the current password and then to enter and confirm a new password.

Any questions regarding the password policy or password maintenance should be directed to the Help Desk at extension 5544 or via email at [ithelp@lakeforest.edu](mailto:ithelp@lakeforest.edu).