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Policy covers creating strong passwords for all staff/faculty and students in order to provide the most basic security protection.

Access to confidential (including PPI) data is privileged and should be protected at all times. Requirements for audit purposes require that any actions taken on a computer be able to be traced back to a specific user-id. You are responsible for your user-id and password. **Don't let anyone use them.**



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Passwords used for any ChSCC account should contain the following:

- Minimum of eight (8) characters.
- Should be a combination of both numeric and alpha characters.
- Upper & lower alphabetic character.
- Non-alphanumeric character.

New users are required to establish a new password upon initial log-in.

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All staff/faculty passwords must be changed every 120 days. The system will provide reminders at the log-in screen starting at 10 days remaining before the password is automatically disabled. If your password is disabled, please contact the Technology Service Desk.

Everyone can change their own password, as needed. Simply point your browser to the following site and follow the instructions:

technology.chattanoogastate.edu/user-tools

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All temporary passwords provided by the Technology Division will have to be changed during the initial log-in.