

Policy #: 01.005

Policy Title: ObieID Password Security Policy

Responsible Position for Policy: Chief Information Technology Officer

Office/Department Responsible for Policy: Center for Information Technology

Division Responsible for Policy: Office of Finance and Administration

Original Issue Date: 02/24/2021

Last Revision Date: 02/24/2021

Log of Previous Revisions: 02/24/2021

Policy Purpose

This policy defines the password requirements for ObieID accounts.

Policy Statement

ObieID passwords must:

- Be a minimum of 8 characters
- Include at least one (1) lower-case letter
- Include at least one (1) upper-case letter
- Include at least one (1) number (0–9)
- Include at least one (1) symbol (e.g., !@#%&*)
- Not include part of the ObieID username
- Not contain user's first name
- Not contain user's last name

Scope

Passwords for all ObieID account holders.

Definitions

(words that might be confusing, have different possible meanings, or are being used in a specific way; words or phrases that may be unfamiliar to general readers, for example, SEVIS, Student and Exchange Visitor Information System, a government-run database schools are required to use to host F-1 students and maintain their immigration records)

Administration

The Chief Information Technology Officer is assigned to administer this policy. This individual is responsible for keeping the policy up to date and coordinating a detailed review at least once every 5 years.

Related Information

ObieID Account Administration Policy

<https://www.oberlin.edu/cit/policies/obieid-administration-policy>