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CFSR: _____
Board: _____
Other: _____

Next Review Date: 3/2024

Last Reviewed: 3/2021

Review Responsibility: Director of Information Technology

FCCS PROCEDURE

NO.: 12C.08

SUBJECT: PASSWORDS

Approved by: Executive Council

Effective Date: February 25, 2010

Date(s) of Revision: Oct 7, 2013; Mar 21, 2017; Mar 12, 2021

Responsible for Implementation: All Staff

Passwords

Information Technology (IT) is tasked with protecting the security and confidentiality of files stored in the agency's information systems. To help achieve this, IT requires all staff to provide a user ID and password to gain access to the network and file system that stores agency information. This policy governs the use of passwords.

Procedures:

- 1) Strong passwords are required. A strong password:
 - a) Is 8 characters long.
 - b) Contains characters from three of the four following groups:
 - i) Upper case letters.
 - ii) Lower case letters.
 - iii) Numbers (Numerals).
 - iv) Special symbols found on the keyboard (#,\$,*).
 - c) Does not contain your user name, real name, or company name.
 - d) Does not contain a complete dictionary word.
 - e) Is significantly different from previous passwords. Passwords that increment (e.g. password1, password2) are not strong.
 - i) Staff are not permitted to use any of their most recent passwords.

- 2) Network passwords will expire every 90 days. You will be forced to select a new password when this occurs. State of Ohio passwords expire every 60 days.
- 3) If a password must be written down it must be stored in a secure place and destroyed when no longer needed.
- 4) Passwords must not be shared.
- 5) Passwords must be changed immediately if they may have been compromised.
- 6) When using dialog boxes for remotes access and other applications (like telephone applications), do not have your password saved or remembered.
- 7) iPhone and iPad Passcodes
 - a) The IT Department is responsible for issuing the iPhone and iPad screen lock passcodes.
 - b) Employees are not permitted to share the passcodes with others OR change the passcode.
 - c) Employees are prohibited from downloading iTunes to the iPhones/iPads.

If you need assistance, please email ITServiceDesk@fccs.us.