Information Systems and Technology
August 16, 2005

Passwords

IST Password Policy

IST will be instituting more rigid password guidelines on the Library administered computer systems used by our customers. These systems involve Windows XP and Novell (NDS Tree - Client32) Server Accounts. This policy change will take place between Dec 1 and Dec 15, 2004 so everyone won't be doing it on the same day. IST will offer user training between now and Dec 1 on password creation and changing. LibCouncil has agreed to the new guidelines with a 12-month cycle for password change. Once the guidelines go into effect, the computer systems will provide users with a 5-day notice prior to each change deadline.

IST Password Guidelines

❖ There will be a 5-minute lockout, after 5 tries to login.
❖ Because some of our computer systems remember the last 8 passwords, a minimum of 9 unique passwords will need to be created by each user (this assumes the user will be with the Library for 9 years). This is so each time you change, the password will be unique to the computer system.
❖ All passwords must be 8 characters long to meet SUN and Microsoft standards.
❖ Use a mix of Upper and lower characters and numeric symbols for each password, I.E. @TOObad4u. These can be any of the following:
>   1234567890
>   !@#$%^&*()
>   ABCDEFGHIJKLMNOPQRSTUVWXYZ
>   abcdefghijklmnopqrstuvwxyz
❖ Avoid using any word that can be found in a dictionary. However 2 words put together, such as !LEG2feet or #1smallTOE are acceptable and not found in a dictionary.

How to Change Your Passwords

Password changing procedures for the following accounts:

> **1. Windows XP and Novell (NDS Tree - Client32) Server Accounts**
> **2. ROHAN Email/Shell Accounts**
> **3. MAIL Server Email Accounts**

1. Windows XP and Novell (NDS Tree - Client32) Server Accounts

For access to your Windows XP account on your workstation and your Novell Server account, passwords for new employees are set as **#Lib1234** by IST personnel. New employees can than change their password to something they will remember, but it MUST meet the new policy requirements stated above. It

is a good idea to write down the password and keep it in a safe place. To change existing Windows XP and Novell (NDS Tree - Client32) Server Account passwords, use these steps:

1. Press **CTRL-ALT-DEL**.
2. Select the Change Password option in the lower left of the Novell Client for Windows dialog box displayed.
3. Hold the **Shift** key down and click on each resource listed in the middle left of the Change Password dialog box displayed.
4. Type your old password where prompted.
5. Type your new password where prompted.
6. Re-type your new password where prompted.
7. Click on the **OK** button.
8. If successful, the next dialog box displayed will state; "Passwords for all selected resources were successfully changed". Click on the **OK** button to finish.

If the above steps do not work, submit an InfoSys Service Request (Service Type = *Accounts*) to have IST staff verify that your workstation is properly set up.

2. ROHAN Email/Shell Accounts (New default for Email in the Library)

On ROHAN, passwords should be at least 6 characters long and include at least one upper case letter (A-Z), digit (0-9) or punctuation character (such as . , or -). However, using the Library's standard of 8 characters (Use a combination of characters with at least 1 symbol, 1 number, 1 Uppercase, and 1 lowercase character) offers more security. Passwords will NOT be accepted that:

- Are less than 6 characters long.
- Matches anything in your ROHAN account information, such as your login name or an item from your finger data entry.
- Are found in the system's spelling dictionary - unless it has some uppercase letters other than the first character. For example, explain would be rejected but exPlain would be accepted.
- Have more than 3 repeated characters - thus aaaa would be rejected.

To change your password on ROHAN after logging in with your current account and password via SSH (Telnet will be turned off shortly):

At the *rohan%* prompt, type **passwd**   (Note the spelling: passwd, not password.) ROHAN will then display the following prompts:

Current password   (Enter your current password.)
New password   (Enter the new password.)
New password (again   (Enter the new password again.)

Password change for USERNAME.

When the *rohan%* prompt appears again, your password has been changed and you can proceed with other ROHAN functions.

If new users of ROHAN have any problems with these steps, please call the ROHAN Account Coordinator at 41172.

3. MAIL Server Email Accounts (No longer the default for Email in the Library)

On the MAIL Server at TNS, passwords must be at least 7 characters long, include upper and lower case, and contain at least one numeric figure. It is always a good idea to write down the password prior to starting. You will always need to know your Email password, so keep it in a safe place, or better yet, Eudora should be set so you have to enter it each morning when you start Eudora.

To change an existing password, open a web browser and enter:

mail.sdsu.edu

Select from the menu on the left - **Change Your Password**

The next web page displayed will prompt you for your LOGIN. This is your username (i.e. JUSER), and your PASSWORD (enter your current password). Then click the **Submit** button.

Select from the menu on the left - **Change Your Password** on the next web page displayed. It will prompt you on the right side of the window to type your current password and the new password (twice for verification). Then click the **Change Password** button. A message will appear if you successfully changed the password and you will instructed to either choose an option from the menu or logout, if finished.