

Network Password Procedure	Procedure Number	8.6.1P
	Effective Date	October 27, 2017

1.0 PURPOSE

In accordance with Board IT Security Policy 8.6 , the purpose of this procedure is to outline general procedures for assisting College employees in creating and updating secure network passwords to support the College’s educational and service missions as well as the administration and operation of the College.

2.0 REVISION HISTORY

Adopted on: 10/27/17

3.0 PERSONS AFFECTED

This procedure applies to all persons including without limitation: The Board of Trustees, employees, and all other authorized persons who are affiliated with Laramie County Community College (LCCC) (referred to in this procedure as “users”) who access or use the College's computer systems. LCCC encompasses Cheyenne Campus, Albany County Campus, Pine Bluffs Outreach, and LCCC’s presence on Warren Air Force Base.

4.0 DEFINITIONS

- A. *Computer Systems* – all equipment, devices, software, and networks owned, managed, or maintained by the College. These include, but are not limited to learning management systems, portals, and network.

5.0 PROCEDURES

- A. Password Standards
 - 1) Passwords must be at least eight (8) characters in length.
 - 2) Passwords must contain at least one (1) character from three (3) of the following four (4) categories
 - a. Uppercase character (A through Z).
 - b. Lowercase character (a through z).
 - c. One number (0 through 9).
 - d. A special character such as: \$, #, /, *, _, @, !
 - 3) Passwords must not contain the user’s account name or parts of the user’s full name that exceed two (2) consecutive characters.
- B. Password Maintenance
 - 1) Passwords must be changed every 12 months.
 - 2) Passwords must be different from the three (3) previous passwords used.

Users need to be on either a LCCC network computer or use LCCC’s password management/recovery tool (<https://selfhelp.lccc.wy.edu>) to change your network password.


- C. Computer Systems Affected by Password Changes

Users changing their network account password will need to use the new password with the following campus software systems to be able to login:

- 1) LCCC Wireless, specifically LCCC_SECURE
- 2) OFFICE 365 AND Outlook
- 3) STAFFBLADE and Citrix remote desktop connections
- 4) Print Management
- 5) Colleague – LCCC’s administrative computing system
- 6) CROA - LCCC’s administrative computing system reporting tool
- 7) Recruit
- 8) Campus Labs

D. Guidelines

Attached are the general guidelines to be used when changing passwords.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s)	Information Technology Governance Committee Chad Marley, Chief Technology Officer	9/26/17
Approval by President's Cabinet		10/19/17
Ratified by College Council	College Council Co-chair Sabrina Lane	10/27/17
Approval by President (Signature)		10/27/17

Network Password Guidelines

Password Standards:

- Minimum length will be 8 characters
- Must contain at least one character from three (3) of the following four (4) categories:
 1. Uppercase character (A through Z)
 2. Lowercase character (a through z)
 3. One number (0 through 9)
 4. Use a special character such as: \$, #, /, *, _ , /, @, !
 - i. Please understand, there may be limitations to the non-alphabetic character or special characters available for use, if you also access the Colleague system.
- Not contain the user's account name or parts of the user's full name that exceed two consecutive characters
- Must be updated every 12 months □ Must be different than the three (3) previous passwords.

Users need to be on either a LCCC network computer or use LCCC's password management/recovery tool (<https://selfhelp.lccc.wy.edu>) to change your network password. After changing your network password, you may need to update the Outlook login information if you have previously saved your



credentials. When prompted to change Outlook credentials a window similar to the image to the left will appear. Check that the user name (username@lccc.wy.edu) is correct, fill in or re-type the new password, and verify that the box next to **Remember my credentials** has a check mark in it. Click **OK** to sync your network and email accounts with the new password.

Users receiving LCCC email through a cell phone, will need to update the phone's account settings with the updated password.

Need assistance? Contact the ITS Help Desk at (307) 778-HELP (4357) or helpdesk@lccc.wy.edu.

Network Password Suggestions and Information

We strongly encourage users to use LCCC's password management/recovery tool. This easy to use self-help tool is located at this URL: <https://selfhelp.lccc.wy.edu>. Users having trouble with their password and needing assistance are encouraged to contact the ITS Help Desk at 778-4357 or helpdesk@lccc.wy.edu.

Tips for creating strong passwords that are easy to remember:

1. Do not use personal passwords for business related passwords and vice versa – example: don't use your on-line banking password for your LCCC network password.
2. Use numbers and special characters in place of letters – example: Do11ar\$\$ = Dollars

3. Use numbers, letters and special characters to form sentences – example: I85apples = I ate five apples
4. Use obscure, personal facts about yourself – example: 65Mustang = Favorite Car
5. Translate a phrase into numbers, letters and special characters – example: lca30#rf =I caught a 30 pound red fish
6. Follow a pattern on the keyboard – example: 1QazsE\$4 7. Try to avoid using a single password for every account you have.

While not provided by LCCC, there are many free and subscription based password management programs that you can use to track all of your passwords, a few suggestions are [LastPass](#), [DashLane](#) or [Intuitive Password](#)

Users changing their network account password, will need to use the new password with the following campus software systems to be able to login:

LCCC Wireless, specifically LCCC_SECURE

OFFICE 365 AND Outlook

STAFFBLADE and Citrix remote desktop connections

Print Management

Colleague – LCCC’s administrative computing system

CROA – LCCC’s administrative computing system reporting tool

These systems will NOT be affected when updating network account passwords:

D2L – LCCC’s learning management

EaglesEye – LCCC’s campus portal

TimeClock – time tracking and approval

PCard - UMB bank purchasing card

YUJA – Curricunet

Aquila

Library and Learning Commons resources