



Oklahoma State University

Title: Password Management	Policy #: SEC-04.04
Category: HIPAA Compliance	Authority: 45 CFR § HIPAA SECTION: 164.308(5)(ii)(D)
Standard: Security Awareness & Training Implementation	Responsibility: Health Care Components
Effective Date: 4/20/2005	Page 1 of 2
Approved By: OSU Legal Counsel	Revised: 7/1/2013

PURPOSE:

To ensure that each user is required to use a secure password.

POLICY:

Security is an issue that is shared by each employee. All OSU employees are required to follow OSU password guidelines defined below and to keep this information secured at all times. This information should not be shared with anyone at any time. Procedures for monitoring log-in attempts and reporting discrepancies are listed below: §164.308(a)(5)(ii)(D)

PROCEDURE:

- Passwords are not to be displayed or concealed on your workspace.
- No passwords are to be spoken, written, e-mailed, hinted at, shared, or in any way known to anyone other than the user authorized to use that password. Supervisors may only obtain access through Provost approval.
- No passwords are to be shared in order to “cover” for someone out of the office.
- Passwords are not to be your name, address, date of birth, username, nickname, or any term that could easily be guessed by someone who is familiar with you. Use the following specifications:
 - Contain at least 1 uppercase letter
 - Contain at least 1 lowercase letter
 - Contain at least 1 number
 - Be 8 – 32 characters long
 - Not contain dictionary words
 - May contain special characters
 - Not contain Spaces
 - Not be one of the last 4 passwords used
- Each employee, whether new or temporary, is assigned a unique and temporary password.
- User accounts are promptly disabled upon termination or resignation. See Termination Procedures policy for further details.
- Sharing or borrowing another users login credentials is subject to OSU approved sanctions.
- Okey passwords expire every 120 days, users are expected to change their password at the appropriate time intervals.



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Termination Procedures
[IT Password Policy](#)