

# FROM THE OFFICE OF INFORMATION TECHNOLOGY

## NEW PASSWORD REQUIREMENTS

In an effort to provide optimal protection, the Office of Information Technology will be implementing the following computer/email password requirements:

- The minimum password length must be 10 characters;
- Passwords must be different from the previous 4 passwords used;
- Passwords requires 3 of these 4 for complexity: 1) Upper case character 2) Lower case character 3) Numeric character 4) Special Character.
- Once a password has been changed, it cannot be changed again within 24hrs.
- Passwords must be changed at least every 90 days for employees or 160 days for students.
- Account locks will be setup to lock an account out after 4 unsuccessful network/email login attempts. When an account is locked out, it will automatically unlock after 30 minutes.

***These changes will take effect on March 1, 2021.***

To avoid login issues on March 1, you can change your password before this date, using the password reset on mySWU. Remember when setting a password, it is best to set a different password on each account, meaning your SWU password should be different than any of your passwords for personal accounts, including social media, other email accounts, etc. Using a strong password that doesn't include real words is the best way to make your password more secure. For example rather than a password of Basketball!12 a much stronger password would be B@\$k3tB@11!12. As an additional reminder, passwords should never be shared with anyone.