

PASSWORD REQUIREMENTS

I. PWCS-Managed Accounts

Password requirements for PWCS-managed accounts will be enforced as appropriate for use and risk involved. PWCS intentionally is not sharing these details in this public document to allow for flexibility in these dynamic requirements as well as to better secure our systems.

II. Non-PWCS-Managed Accounts

Staff and students who utilize non-PWCS-managed accounts should utilize either the complex passwords or passphrase requirements below. Either are acceptable to use and the system requirements may dictate which is acceptable by the vendor system. Two-factor authentication is strongly encouraged – especially if there is sensitive data and/or financial implications.

III. Complex Passwords

Passwords for non-PWCS-managed accounts must meet the minimum requirements below:

- A. Eight characters or more
- B. Contain numbers and letters
- C. Contain upper and lower case letters
- D. Contain special characters, such as, !@#%&^`&*()
- E. Do not include First Name, Last Name or Login ID
- F. Changed frequently (every three months)
- G. Examples: T3@ch!nG*, StR*nG43x

IV. Passphrases

Passphrases for non-PWCS-managed accounts must meet the minimum requirements below:

- A. Minimum 24 characters, but can/should be longer
- B. It is not essential to use numbers, special characters, or change the passphrase frequently (can use this for years)
- C. Examples:
 - EverymorningIliketodrinkStrongcoffee
 - StarsandtheM00nandapeanutbutterspoon