FLETCHER TECHNICAL COMMUNITY COLLEGE
Policy # 7.002

Password Policies and Reset Procedures

Authority: Information Technology

Effective Date: 2/27/19
Last Revision: 6/30/20

PURPOSE:

The purpose of this policy is to outline the process Fletcher Technical Community College uses to identify and change passwords for students and employees to ensure integrity of student and employee personal information.

POLICY/PROCEDURE:
- Users are responsible for maintaining passwords in confidence and inform the IT department if a breach occurs
- Users shall not obtain or use another's logon id or password, or otherwise access IT Resources to which authorization has not been validly given.
- Users are required to change their account password at least once every one-hundred eighty days.
- Request for password resets or information for a user can be submitted via phone, helpdesk, or in person.
- Users will need to verify their identity by providing their ID number (L-Number) and/or their date of birth. If the request is in person a request can be made to provide proof of identification by student id or a valid picture ID.
- The Information Technology department may require additional information for a user for a remote request.
- No other person(s) are allowed to request a password or access to a user's password or account. This is not limited to but includes spouses, parents, relatives, friends, etc.

Reference:

Distribution: Distributed Electronically via College's Internet.

APPROVAL:

Kristine Strickland (Apr 28, 2021 10:14 CDT)

Kristine Strickland, Ph.D.
Chancellor

Apr 28, 2021

Date