

Office/Contact: Division of Technology and Security  
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SOUTH DAKOTA STATE UNIVERSITY  
Policy and Procedure Manual

SUBJECT: Password Requirements  
NUMBER: 7:6

1. Purpose

This policy establishes the University's standard for creation of strong passwords, the protection of those passwords, and the frequency of change. All individuals are responsible for safeguarding their system access username and password credentials and must comply with the password standards identified in this policy.

2. Policy

- a. All passwords shall automatically expire and be changed on a regular basis by the account owner as defined and in compliance with the University Password Protection Standard document

- f. Passwords that are compromised or suspected of being compromised must be changed immediately.
  - g. The University, including its colleges and departments, will never request user account credentials by phone, email, or text message. Any such requests shall be reported to the Information Technology Security Operations Center immediately.
  - h. Exceptions to this Policy or Standards require the written approval of the VP for Technology & Security.
3. Responsible Administrator

The VP for Technology & Security, or designee, is responsible for the annual and ad hoc review