

**Heartland Community College  
PASSWORD POLICY**

Every Heartland Community College employee and student is assigned a LOGIN NAME. This user name is based upon the person's first name and last name. When necessary, numbers may be added to differentiate one person from another. Employees may contact IT to obtain their LOGIN NAME if they do not know what it is. Some examples of Login Names are shown below.

<u>Employee First Name</u>	<u>Employee Last Name</u>	<u>LOGIN NAME</u>
Carol	Boyer	CBOYER
George	Schneider	GSCHNEID
Shawn	Mitchell	SMITCHEL
Samantha	Mitchell	SMITCHE1
Sara	Mitchell	SMITCHE2

The password that is associated with the LOGIN NAME must meet the following requirements:

- LENGTH: Minimum of 8 characters**
- COMPLEXITY: Must contain at least 1 upper case letter  
Must contain 1 lower case letter  
Must contain one number  
May not include the login name**
- HISTORY: Passwords may not be reused for 5 years**
- MAXIMUM AGE: Passwords must be reset every 120 days.**
- PROTECTION: Sharing Is Not Permissible**

Users may NEVER share a password with ANY other person, including supervisors and ITS Personnel.