Policy number	Title:	Effective Date:
<your ID format>	PASSWORD POLICY	<your date format>

SUPPORTING DOCUMENTS

- **This is a contents link space for any related documentation.>**

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PURPOSE

The purpose of this policy is to establish the rules and processes for creating, maintaining and controlling passwords for means of protecting **<company name>** systems and information.

SCOPE

This policy covers all systems provided by, developed by, or on behalf of **<company name>**, that require authenticated access. This includes all development, test, quality assurance, production, and other ad-hoc systems.

PASSWORD POLICY

Individual user account passwords must:

- Be at least 12 characters long.
- Not contain any part of your username or name, or family names.
- Not be common keyboard sequences or repetitive e.g. qwerty.
- Contain at least 1 Uppercase letter.
- Contain at least 1 Lowercase letter.

- Contain at least 1 number.
- Contain at least 1 special character.
- Preferably be a passphrase with the above included.

Service accounts must:

- Be at least 25 characters long.
- Not contain any part of your username or name, or family names.
- Not be common keyboard sequences or repetitive e.g. qwerty.
- Contain at least 1 Uppercase letter.
- Contain at least 1 Lowercase letter.
- Contain at least 1 number.
- Contain at least 1 special character.
- Preferably a passphrase with the above included.

IT Privileged accounts must:

- Use 2FA authentication

Multi-Factor Authentication

MFA, sometimes referred to as Two-Factor Authentication (2FA), is a security enhancement that allows us to present two or more pieces of evidence (referred to as factors) when logging in to an account. MFA has proven to be a successful way to help with account compromises due to the fact that an attacker needs to gain multiple pieces of information instead of one. MFA factors can fall into any of these three categories:

- Something You Know: A password or Personal Identification Number (PIN)
- Something You Have: A smart card, security token, an authentication application or a Short Message Service (SMS) text to the user’s mobile phone.
- Something You Are: A fingerprint or retina pattern.

DATE ISSUED/DATE REVIEWED

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Date Issued:	MM/DD/YYYY
Date Reviewed:	MM/DD/YYYY