

## Password Policy

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<b>Version</b>	1.0
<b>Policy Code/Category</b>	
<b>Purpose:</b>	To manage and regulate password protection
<b>Scope</b>	This policy applies to Sohar University Information Technology Services staff and students
<b>DMS File Number</b>	
<b>File Location</b>	
<b>Related Documents</b>	
<b>Key words</b>	Information Technology, Passwords, Security
<b>Comments</b>	
<b>Prepared by</b>	ITS Team
<b>Approved by</b>	EMC
<b>Approval date</b>	February 2019
<b>Review date</b>	February 2022

## Introduction

Passwords are very important aspect of information security. A poor password risk the security of University Information system, data and resources. To ensure and enhance the security of the University Information system, data and resources users are responsible to select and maintain strong passwords.

## Authority

This policy is under the authority and monitoring of the Directorate of the Information Technology Services.

## Purpose

The Policy aims to set standards for the creation and protection of passwords for Sohar University users.

## Scope

The scope of this policy includes all users (i.e. staff, students, visitors, etc.) accessing Sohar University accounts, systems, networks, assets, devices and IT infrastructures.

## Policy

All electronic assets and infrastructure owned by Sohar University should be password protected.

All users password should comply with following criteria:

- All users must keep their password confidential all times and not to be shared with any users. Users are responsible for any activity that is being carried out using their Sohar University user account.
- Users should not enter, communicate, or save his/her username and password using email, website or any other electronic communication forms unless the message is encrypted by the use or the serviced used.
- If for any reason user suspect that his/her password has become known to any other person or has otherwise been compromised, he/she must change it as soon as possible and report his/her suspicions to the IT support.
- Sometime IT Services will need to change user password for, for example if user have forgotten his/her password and is unable to use the self-service password reset. If this happens user must change this temporary password as soon as he/she receive it with a strong password from his/her selection.
- When user is first issued with an account or forgotten current account password, he/she will receive a temporary password. user must change this temporary password as soon as received with a strong password from use selection.
- user should not reuse the same password or use it for multiple systems. especially outside the University systems.

- When choosing a password, user must select one that have the following criteria.
  - At least 10 characters long.
  - Contains a mixture of upper and lower-case letters.
  - Includes at least one number, punctuation mark or other special character  
(!) @\$%^&\*()\_+~?><{}..Etc.
  - Not based on a single dictionary word.
  - Does not include any of your names.
- It is recommended by the information technology and services directorate that the user should change the password every 180 days for stronger security.
- Sohar University System will create e-mail notifications for staff prior to their user account password expiry and renewal.