

NEW RIVER Community College

New River Community College Password Information

General Password Information

Passwords are one of the first layers of protection. Passwords should never be shared and should always be kept confidential, just like your personal identification number (PIN) to your financial accounts. While passwords can be one of the weakest links in an information security/privacy program, passwords are not as difficult as you might think.

- Passwords are important to prevent unauthorized access to systems and information.
- Passwords are important to prevent unauthorized access to encryption keys that protect information.
- Changing passwords routinely is important to prevent unauthorized access by someone that may have stolen or guessed your password.
- Same passwords should not be used between VCCS systems, personal account, or other clients.

Strong passwords should include, at a minimum, the following characteristics:

- Consist of 8 or more characters (to include 3 or more of the following):
 - Uppercase letter
 - Lowercase letter
 - Number
 - Special character

New River Community College's Password Requirements

- MUST NOT contain all or part of the user's account username.
- MUST be at least 8 characters in length.
- MUST contain characters from 3 of the following 4 categories:
 - English uppercase characters (A through Z).
 - English lowercase characters (a through z).
 - Base 10 digits (0 through 9).
 - Non-alphanumeric characters (e.g. ! ` ~ ! @ # \$ % & ^ * () _ + { } [] - \ / ? :)
- Should not be real words, family names, or place names.

- Prohibit use of passwords that can be found in a dictionary.
- Passwords MUST be changed at least every 90 days.
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VCCS Password Requirements

VCCS passwords must be changed on a regular basis. You will be notified upon login when your password has expired.

Passwords MUST be:

- 8-32 characters long
- Minimum 1 uppercase letter
- Minimum 1 lowercase letter
- Minimum 1 number
- Minimum 1 special character

Do NOT use:

- First Name
- Last Name
- VCCS ID