

02.25.16 – Original Post

09.01.17 - Updated

Arkansas Department of Education, in conjunction with Arkansas Legislative Audit

## **Active Directory Password Configuration and Requirements for state applications**

(AR Student Intervention System, Child Nutrition, Cognos, Direct Certification, eFinance, eSchool, Statewide Information System, studentGPS, TAC, VPN, etc.)

### **Password conditions**

- Minimum password length: 10
- Maximum password length: no limit
- Minimum lowercase characters: 1
- Minimum uppercase characters: 1
- Minimum Digits: 1
- Special characters: Not Allowed (including @!#\$% \*& etc)
- Password History: 6
- Username cannot be part of the password: yes (3 characters in a row of First Name, Last Name, or ID are not allowed)

### **Account conditions**

- Account password expires after 90 days.
- Account is disabled by the system if password has not been changed in 100 days.
- Account is deleted by the system if password has not been changed in 365 days.
- Account becomes locked after 10 failed attempts, or having multiple windows open. Account will unlock after 5 minutes, or a local entity Active Directory Account Manager may unlock the user account.

### **Active Directory Account Manager Responsibility (add accounts, delete accounts, enable accounts)**

- As of 09.01.17 your *eFinance Sysadmin* and *eSchool Sysadmin* are automatically your **Active Directory Account Managers**.
- It is suggested that the **Active Directory Account Managers** access the “Account Notification Management System” website weekly to monitor for accounts that are over the 90 day Password Age.
  - When accounts reach a password age of 70, the system emails notification to the user until day 90.
  - When accounts reach a password age of 90, the password expires.
  - When accounts reach a password age of 100 (30 days from first notification and 10 days after expiration) the account is disabled. A local Active Directory Account Manager may re-enable the account and encourage the user to update their password, or may delete the account if it is no longer needed.
  - When accounts reach a password age of 365, the account is deleted by the system.
- The desire is to keep all accounts below a password age of 90 on the ANMS page.
- The goal is to delete accounts no longer being used, and to get all users to change their password upon system notification.
- Each user may only have one account.
- No user should ever log in via another user account.
- The email assigned to the account must be the identifiable email address of the user.
- Each account must be for an actual user. Accounts such as “8303anurse” or “8303esub” are not permissible.