

Active Directory Password Configuration and Requirements for state applications

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

Password conditions

- Minimum password length: 14
- 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 passwords will need to be updated twice a year.
- Accounts that become dormant are deleted by the system. (see manager responsibility below)
- 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)

- Your *eFinance Security Resource Manager* and *eSchool Security Resource Manager* are automatically your **Active Directory Account Managers**.
- Email is sent monthly to *eFinance Security Resource Manager* and *eSchool Security Resource Manager* reminding of access to the "Account Notification Management System" website used to monitor account status.
 - When accounts have a status other than "Good" a local Active Directory Account Manager may address the issue, 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 have been in a status other than "Good" for an extended period, managers will receive notification of impending deletion by the system, giving opportunity for the manager and the user to bring the status to "Good" to insure that the account is not deleted.
- The desire is to keep account status listed as "Good" on the ANMS page.
- The goal is to delete accounts no longer being used.
- 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.