

Active Directory Password Configuration and Requirements for state applications

(AFEU, Child Nutrition, Cognos, Direct Certification, Ed Fi,
eFinance, eSchool, TAC, VPN, Web Based SIS, 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 3 failed attempts. Account will unlock after 30 minutes, or a local entity Active Directory Account Manager may unlock the user account.

Active Directory Account Manager

- Each entity must have a minimum of two Active Directory Account Managers
- The **Financial Staff Lead** (*the main person that works in eFinance daily and has the ability to assign resources*) and the **Student Staff Lead** (*the main person that works in eSchool daily and has the ability to assign resources*) for each entity should be established as the lead Active Directory Account Managers for your entity (other ADAMs may be added as backup, with a limited number per entity).
- It is suggested that the **Financial Staff Lead** and the **Student Staff Lead** 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.