Standard

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Responsible Office	Office of the Vice President of Information Technology and Chief Information Officer
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nted until an acceptable username is found.

s with a hyphenated lastithefidst initial, middle initial, last initial, and a unique number are no longer created.

Curriculum-Oriented, Contractors, and Non-Standard

For Non-Standard account usernames to be used by people who are not a registered student or employed by Kennesaw State University, the username will consist of the first initial, last name, and a unique number.

<u>Applies to all accounts</u>

    1.6 Each account is assigned for the sole use of the individual.

    1.7 In order to ensure accuracy, account names (NetIDs)

3.2.4 Numbers (0-9)

3.2.5 Non-alpha special character(s).

3.2.6 Must not contain the user's name or part of the user's name

3.2.7 Must not contain easily accessible or guessable personal information about the user or user's family (such as birthdays, children's names, addresses etc.)

3.3 Password change frequency

3.3.1 Passwords must be changed at the System-level (e.g., root, Windows Admin, Account Administration) per industry best practices, but not to exceed 365 days.

3.3.2 Passwords must be changed at the user-level (e.g., NetID) every 365 days

3.4 Passwords shall not be inserted into email messages or other forms of electronic communication unless encrypted.

3.5 User accounts that have system-level privileges granted through group memberships or programs shall have a unique password from other accounts held by that user.

3.6 Users should not use the same password for Kennesaw State University accounts as for other non-Kennesaw State University access.