University Password Change: Fast Facts

What are the key changes that I need to be aware of?

As someone with an Ohio State Username (lastname.#), you need to know that:

- Together with your Ohio State Username, your password acts as a key to many online tools and services offered by the university.
- Ohio State is releasing a new, self-service identity and password management site called my.osu.edu and standardizing password practices.
- You will be required to change your lastname.# password at my.osu.edu, and then subsequently every 90-days.
- Pending password expiration notices will be sent to your lastname.#@osu.edu e-mail address.
- Your lastname.# and password may now be synchronized with other university services (e.g., OSU Wireless).
- When you change your password at my.osu.edu, you may need to update saved application settings, such as on your e-mail client or wireless.

Why is the university adopting standard password practices?

For the university to establish trusted relationships with peer institutions, federal resources, and businesses, we must be able to ensure your password meets certain security standards, such as consistent practices for password strength and age. The University Password Practices help ensure our ability to collaborate electronically, and help us protect intellectual property, the integrity of our research data, and the identities of our community.

What if I don’t know my OSU Internet Username (lastname.#) or password?

The new site, my.osu.edu, will help you recover a forgotten lastname.#. If it is your first time to my.osu.edu and you forget your password, then you will request an activation code at the web site.

Is password security really that important?

A single compromised password can impact the integrity of the entire university. For example,

<table>
<thead>
<tr>
<th>Password Compromised</th>
<th>Possible Results</th>
<th>Overall Impacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-mail Accessed</td>
<td>OSU Blacklisted (e.g., peer institutions, Gmail, Microsoft)</td>
<td>Academic, Research and University Business Disrupted</td>
</tr>
<tr>
<td>100k Spam Distributed</td>
<td>Individual and University Reputation Questioned</td>
<td>Identity Theft</td>
</tr>
<tr>
<td>Intellectual Property Manipulated or Stolen</td>
<td>Restricted Data Exposure</td>
<td>University Reputation and Identity Theft Protection Cost</td>
</tr>
<tr>
<td>System with FERPA, HIPAA, GLB, etc. Accessed</td>
<td></td>
<td>External Audit</td>
</tr>
</tbody>
</table>
Key elements of the University Password Practices

Requiring password changes for all Ohio State Username accounts is the first step in Ohio State’s overarching plan to reduce the total number of passwords you have and still maintain strong password security. Your new password will meet certain criteria, including:

**Complexity** (strength of your password against hacking or guessing attacks)
- Contains a minimum of 8 characters (10 recommended)
- Contains at least 3 of 4 character sets
  - Capital letters (A-Z)
  - Lowercase letters (a-z)
  - Numerals
  - Special characters (!?%&#)
- Avoids common dictionary words (password, Buckeye, Carmen, Brutus)
- Does not contain personal identifying information (e.g., name, lastname.#, OSUID, SSN, date of birth)

**Maximum Age** (maximum length of time you can use your new password)
- A user must change his or her password every 90 days (see BuckeyeSecure for exceptions)

**History** (prevents reuse of a potentially compromised password)
- A password may not be the same as a previously used password.

Which university services will use the same password?

Password synchronization is the process of having a single password automatically shared across multiple systems. For example, when you go to my.osu.edu and create a new password, this new password will then become the password for several university services and commonly used sites, such as Faculty/Staff Benefits Open Enrollment. Full list available at: buckeyesecure.osu.edu/Passwords/Synchronization.

When will the password change apply to me?

Once you go to the new self-service tool, my.osu.edu, and change your existing password, the new password will follow the Password Practices and your 90-day reset cycle will begin. During the initial conversion, faculty, staff, and students are required to change their password by October 31, 2011. Details are at BuckeyeSecure.