



الأكاديمية العربية للعلوم والتكنولوجيا والنقل البحري  
Arab Academy for Science, Technology & Maritime Transport

## AASTMT User ID and Password Policy

<b>Classification</b>	Information Security
<b>Version</b>	1.0
<b>Status</b>	Not Active
<b>Prepared Department</b>	Computer Networks and Data Center
<b>Approved Authority</b>	AASTMT Presidency
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<b>Effective Date</b>	19/4/2015

### Overview

This policy outlines how User IDs will be created and how a user will be required to choose a password that is considered to be strong given best practices as they exist currently. Additional requirements outlined in this policy will be creation of default passwords, changing of passwords, and resetting of passwords. Each user of computing resources at AASTMT is expected to adhere to this policy, both in their access to network and locally to AASTMT owned system as outlined in the policy. Users include employees and academic staff ,students and any user to AASTMT systems.

### Purpose

The purpose of this policy is to establish the guidelines and requirements for User IDs and passwords used to grant authorized users access to AASTMT network, email and desktop services. Guidelines and accepted practices will be established to provide for the creation of strong passwords, protection of passwords, and frequency of change for those passwords.

### Scope

This document states the rules and policies to follow regarding the user accounts and passwords intended to access AASTMT computers, services, and networks.



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## Policy

- ✓ Access to AASTMT computing resources must be via domain user ID account.
- ✓ All Employees , faculty staff and students must and will be issued at least one domain User ID that is to be protected by a password.
- ✓ Where appropriate and upon need there may be User ID's created for temporary employees.
- ✓ In-charge personnel in AASTMT are responsible of:
  - Request from computer networks and data center issuing user IDs for their employees and staff (including temporaries) on joining.
  - Request halting and/or deleting user IDs (e.g. when user leaves AASTMT).
  - Request deactivating user IDs on necessary situations (i.e. to prevent user from access the computers or network).
  - Inform computer networks and data center team of any changes of user's information or position.
- ✓ It is the responsibility of the user to create a strong password and to safeguard its confidentiality.
- ✓ Users must not grant access to his account by providing someone else the password.
- ✓ User should inform the information security team as fast as possible on cases of lost or stolen password.
- ✓ Local accounts on computers should not be used for regular usage. Local accounts are reserved for technical support and administration purposes.
- ✓ Knowing the correct User ID and password combination does not constitute authorization for access, prior authorization to access an account must have been granted.



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## **General Guidelines**

### ***User ID account***

Computer User IDs are not confidential data and are published in both printed and online directories.

### ***Creation of User ID account***

An employee User ID is generated upon request from his department. Each new employee receives a letter from Computer Networks and Data Center that explains how to use the User ID and various resources. A User ID can be disabled immediately if the department head contacts computer networks and data center.

### ***Creation of Passwords***

Following the initial password, all User IDs will have a default password expiration setting of 3 months. Users will be notified by email prior to expiration that their password is going to expire. These notifications will go out (14) and (7) days prior to the password expiring. Two more email notifications will go out as well. One will be on the day of expiration and the last notification will go out (7) days after the password has expired.

### ***Passwords policy for users accounts:***

- ✓ Must be changed at least every (3) months.
- ✓ A strong password is achieved by a combination of the following factors:
  - At least one letter
  - At least one number
  - At least one special character
  - Are a minimum of eight (8) characters.



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### **Password advice**

- ✓ A password should not be related to any other personal information of the user such as phone number.
- ✓ A password should not be a recognizable word out of a dictionary. (Password cracking programs typically use words from a dictionary to guess a password)
- ✓ Avoid simple variants or permutations of any words (e.g. "S" replaced by "5", "E" replaced by "3", "O" replaced by "0", your name backwards, your login name repeated or backwards).
- ✓ Do not share your password with anyone.

### **Monitoring**

For your safety and the safety of AASTMT network and information, all AASTMT credentials are automatically checked by administrative privileges. AASTMT has the capability and reserves the right to check information and traffic on networks for any purpose and without prior notice.

### **Disciplinary Sanctions**

- ✓ All activity done from a university User ID is the responsibility of the individual to whom the account is assigned.
- ✓ All activity done from a university computer is the responsibility of the person logged onto that computer.
- ✓ AASTMT will impose disciplinary sanctions on users who violate the above policy. The severity of the imposed sanctions will be appropriate to the violation and/or any prior discipline issued to that user.
- ✓ All suspected violations of this policy will be investigated by the Information Security and Audit team.

### **Enforcement**

Beyond this security policy you should make sure you have a solid understanding of other AASTMT security policies and roles. Any person found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.



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## Revision History

Null

## Related Policies

- ✓ AASTMT Acceptable use Policy.
- ✓ AASTMT Email Use Policy.
- ✓ AASTMT Internet Use Policy.
- ✓ AASTMT VPN Policy.
- ✓ AASTMT Wireless Policy.