

## User Account Password Policy

<b>Item</b>	<b>Revised Policy</b>
Password Complexity	A combination of ALL 4 types of characters, including: <ol style="list-style-type: none"><li>1. Upper case letters</li><li>2. Lower case letters</li><li>3. Numbers</li><li>4. Selected special characters ( ! - . ~ _ @ )</li></ol>
Expiration Period	One year <sup>(Note 1)</sup>
Reminder to Change Password	Earlier reminders to users by: <ol style="list-style-type: none"><li>1. “My Message” in BUniPort 14 days BEFORE expiration, until password is changed</li><li>2. Email alert sent 30, 20, 10, 5, 4, 3, 2, 1 days BEFORE expiration, until password is changed</li></ol>
Password Length	8 – 14 characters
Password History	Disallow re-use of password within one year

*(Note 1) Effective on 1 January 2019 as directed by the Information Technology Committee in its meeting held on 14 December 2018.*