

OnBase: Password Policy Worksheet

Date:

Requestor / District:

This form is populated with our basic password policy standards. Changes to the policy must be stricter than originally configured.

Policy Name:

Policy Description:

User Group(s):

Complexity

Require Alphanumeric Characters Only

Disallow Embedded User Name

Maximum Repeated Consecutive Characters

Maximum Overall Length

Minimum Overall Length

Rotation

Prevent Reuse

Prevent Reuse Within <n> Changes

Prevent Reuse Within <n> Days

Change Frequency

Require <n> Hours Between Changes

Expires Every <n> Days

Content Quotas

Require <n> Alphabetic Characters

Require <n> Numeric Characters

Require <n> Special Characters

Satisfy at Least <n> Quota Rules

Account Lockout

Lockout After <n> Failed Logins

Manual Release by Admin

Auto-Release After <n> Minutes