



MET Password – Operating Procedure

Part of the security features in a modern IT network is a password expiration procedure. Regular changing of passwords is a sound procedure that adds to system security and as the Trust grows and opens its systems to access from outside the schools etc., the need for such procedure is more than necessary.

The following settings have been applied to all staff regarding their main network account:

1. The maximum period for changing the main computer password is **90 days**.
2. The **minimum password length is eight (8) characters**.
3. Password **requires three out of four** of the following:
 - a) Lowercase characters (a - z).
 - b) Uppercase characters (A - Z).
 - c) Numbers (0-9).
 - d) Symbols (@ # \$ % ^ & * - _ ! + = [] { } | \ : ' , . ? / ` ~ " () ;)
4. **Please note, Microsoft maintains an undisclosed global banned password list (common passwords and easy to guess), and in addition to checking the complexity as above, passwords are also checked against this list and if they exist on it are rejected. e.g. April2020 or Football2020 can be rejected.**
5. "Not to reuse old passwords" lasts for 12 months.
6. Third mistype of password locks the account.
7. Locked accounts automatically get unlocked after 30 minutes.
8. The prompt to change passwords is shown 14 days prior to the account been expired.

Do not write your password on a sticky note by your computer.

Do not use common passwords systems such as Passw0rd1 or include part of the username as these are very easily cracked.

We never share out passwords with anyone.

Notes

1. When you start receiving prompts to change your password, it is entirely up to you how to manage this process and decide whether to change it immediately perhaps because you are going on holidays soon, or leave it for the last day if you are in the office.
2. **It is highly recommended to change passwords while you are in the office.**
3. Laptop users may find that a new password is required while connected via remote access but old password on the laptop itself unless they connect the laptop to the Schools' network directly to synchronise with the latest password change. Smartphone/tablet users will find they will have to change their passwords manually to continue receiving emails (if applicable).
4. Log off and log back on immediately upon changing your password.

Students Password Procedure

For students there are two settings that differ from staff. Everything else remains the same as above.

1. The maximum period for changing the main computer password is not enforced for students.
2. Sixth mistype of password locks the account.