

Password Policy

To face the important issue of poor password management, and to adhere to State policies, the UMES Information Technology Department has created a domain-wide password policy. This will affect the password you use for your single sign-on domain account used for computer login, e-mail, Blackboard, ImageNow and HawkWeb. The following information is provided to help understand the password policy so everyone can make a seamless transition.

The effects of poor password management on security and financial health are well documented. Attackers often gain access to sensitive data through weak or stolen passwords. Additionally, attackers can use accounts to launch sophisticated and dangerous intrusions into an organization's IT systems. Also at stake when not practicing good password techniques is your personal identity and welfare, such as access to your bank account website.

The Password Policy

| Item | Requirement | Note |
|------------------|-----------------------|--|
| Character length | 8 characters minimum | Passwords will require a mandatory minimum length of 8 characters. |
| Age | 120 days maximum | Passwords will be required to be changed to a different password every 120 days. To make sure your account does not get locked out, we recommend you change your password before you leave the campus for an extended period of time , such as Summer break. |
| Age | 2 days minimum | A password that is changed must be kept for a minimum of 48 hours. This means once you change your password, you cannot change it again for 2 days. |
| History | 10 unique passwords | There are also rules set to how often you must make your password unique. You cannot change your password to the same password you had the past 10 times. |
| Lockout | 4 times in 16 minutes | If you incorrectly enter your password more than 4 times in 16 minutes your account will be locked. The only way to have your account unlocked is to wait 10 minutes, or to contact one of our IT professionals at the Help Desk. Students should be prepared to give their 7-digit UMES ID Number to have an account unlocked. |
| Complexity | | <ul style="list-style-type: none">• Password not be a simple word (e.g. password, welcome, hello)• Password not include three or more characters from the user name• Password contain characters from at least three of these categories:<ul style="list-style-type: none">• English uppercase letters (A – Z)• English lowercase letters (a – z)• Base 10 digits (0 - 9)• Non-alphanumeric (for example: !, \$, #, or %) |

Forgotten Passwords

To retrieve a forgotten password, click 'Forgot Password' at <https://mycampus.umes.edu>.

FAQ's and Issues

- The credentials you provided cannot be determined to be authentic
- Password forgotten or expired, and do not remember security answers
- Changing a password while logged into a UMES lab computer
- Changing reset password security questions
- Timesheet logon issues