

Password Change Policy Memorandum of Understanding

Between

Elizabeth City State University (ECSU)

and

University of North Carolina General Administration
Shared Services Alliance (UNC-GA SSA)

I. PURPOSE & SCOPE

The purpose of this Memorandum of Understanding (MOU) is to clearly identify the responsibilities of each party as they relate to the implementation of the Password Change Policy for the production ECSU Oracle and Banner environment.

II. BACKGROUND

To help prevent unauthorized access to the hosted environment for ECSU's production systems, a password change policy needed to be implemented.

III. DEFINITIONS

Privileged Account: An account on the server(s) or in the database with privileges allowing system, database, or application server administration -- See Appendix A.I

Non-User Account: An account on the server(s) or in the database that is generic in nature and not directly related to/created for any one user -- See Appendix A.II

User Account: An account on the server(s) or in the database for an employee of ECSU or UNC-GA SSA created consistent with existing account creation procedures

IV. RESPONSIBILITIES

ECSU

- Agrees to work with UNC-GA SSA to identify monthly and quarterly maintenance windows such that privileged account passwords can be changed monthly and other non-user account passwords can be changed quarterly
- Agrees to notify UNC-GA SSA when persons knowing these passwords leave ECSU or are assigned to a different department of ECSU such that an immediate, out-of-cycle password change is required
- Agrees to work with UNC-GA SSA to review and update Appendix A no less than annually
- Acknowledges the potential for issues to arise when the passwords are changed and agrees to work with UNC-GA SSA to identify, document, and resolve these issues in a timely manner.

UNC-GA SSA

- Agrees to change the privileged account passwords no less than monthly and change the other non-user account passwords no less than quarterly and provide ECSU with the updated passwords to those accounts for which ECSU has access
- UNC-GA SSA uses a password storage vault utility called npassword
 - Agrees to change the password for the password vault no less than monthly
 - Agrees to keep the password vault encrypted
- Agrees to use passwords that meet the complexity requirements
 - Password is at least 8 characters long
 - Must contain characters from at least 3 of the following categories: upper case letters (A-Z), lower case letters (a-z), numbers (0-9), special characters (e.g. !, \$, #, or %)
 - Passwords must not be reused for a period of at least 12 months
- Agrees to notify ECSU when persons knowing these passwords leave UNC-GA SSA or are assigned to a different department of UNC-GA SSA such that an immediate, out-of-cycle password change is required
- Agrees to work with ECSU to review and update Appendix A no less than annually
- Acknowledges the potential for issues to arise when the passwords are changed and agrees to work with ECSU to identify, document, and resolve these issues in a timely manner.

V. TERMINATION & REVISION

This MOU shall remain in force until rescinded in writing by either party. Appendix A shall be reviewed by both parties no less than annually and shall be updated as required; routine updates to Appendix A are expected and shall not require nor constitute a revision to this MOU.

VI. EFFECTIVE DATE & SIGNATURE


This MOU shall be effective upon the signature of all parties' authorized officials and shall remain effective until terminated as defined above. All parties indicate agreement with this MOU by their signatures below.



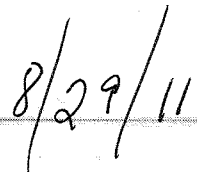
ECSU Representative



Date



UNC-GA SSA Representative



Date

Appendix A -- List of Accounts

A.I. Privileged Accounts

- Egypt (RDBMS cluster): root, oracle
- RDBMS: SYS, SYSTEM, BANSECR
- Wolverine*, Cyclops* (SSB and INB web farms): root, oracle
- Spiderman (Batch Server): root, oracle
- Password Vault (password file rDBA-Hosting.npw)

A.II. Non-User Accounts

- RDBMS: ADISDAT, ADISPRD, ADISUSR, ALUMNI, ANONYMOUS, BANEP, BANIMGR, BANINSTL, BANPROXY, BANSSO, BANWORX, BASELINE, BWAMGR, BWFMGR, BWGMGR, BWLMGR, BWPMGR, DWRMGR, BWSMGR, DBSNMP, DIP, ECSU_GA_USER, EPRINT, EVISIONS, EXFSYS, FAISDAT, FAISMGR, FAISPRD, FAISUSR, FIMSARC, FIMSDAT, FISMGR, FIMSPRD, FIMSUSR, FLEXUSR, GENERAL, GENLPRD, HRISDAT, HRISPRD, HRISUSR, ICMGR, IPEPMGR, INTEGMR, LCBMGR, MODSMGR, NLSUSER, NUVISION, ODSMGR, ORACLE_OCM, ORA_MONITOR, OTGMGR, OUTLN, PAYROLL, POSNCTL, POSNPRD, RMS, SAISDAT, SAISPRD, SAISUSR, SATURN, SSAMGR, STREAMSADMIN, TAISMGR, TAISPRD, TOAD, TOUCHNET, UPGRADEI, WEBFOCUS, WFAUTO, WFBANNER, WFEVENT, WFOBJECTS, WFOCUS, WPQUERY, WFSO, WMSYS, WORKFLOW, WTAILOR, WWW2_USER, XDB
- Wolverine*, Cyclops* (SSB and INB web farms): banecsu
- Spiderman (Batch Server): jobecsu, banecsu, apwxcesu, admiecsu, finecsu, inecsu, regecsu, faidecsu

Last Reviewed:
August 2011