

Process

Title:	DHS OHA-090-003-015 Service Account Password and Management Process
Related to:	DHS OHA-090-003 Access Control
Effective date:	11/05/2018

Purpose

Service accounts are used for running application software or are used internally by the operating system. The purpose of this process is to outline the steps to obtain and manage a service account password for information technology (IT) system tasks for the Department of Human Services (DHS) and Oregon Health Authority (OHA).

Process Steps

1. Owners of service accounts accessing DHS|OHA information systems shall follow these requirements for service account password assignment:
 - a. Create passwords that meet complexity standards.
 - b. Change service account passwords every 180 days.
 - c. Restrict to specific devices and hours when possible.
 - d. Assign permissions based on the principle of least privilege.
 - e. Prohibit sharing service account credentials.
2. Passwords shall be composed of the following:
 - a. At least fifteen (15) characters long.
 - b. At least one character from each of these categories:
 - A. Uppercase letter (A-Z)
 - B. Lowercase letter (a-z)
 - C. Numeral (0-9)
 - D. Special character (% @ # \$! * / + > < [] { } \ -)
3. Passwords shall not include spaces.
4. Passwords shall not be set to one of the last 24 previously used passwords.
5. DHS|OHA information systems and applications shall not display passwords in plain text when entered and shall not transmit unencrypted passwords.

References

[Criminal Justice Information Systems Security Standards \(CJIS\)](#)
[IRS Publication 1075, Tax Information Security Guidelines for Federal, State and Local Agencies](#)
[MARS-E Document Suite, Version 2.0, Volume III: Catalog of Minimum Acceptable Risk Security and Privacy Controls for Exchanges](#)

[National Institute of Standards and Technology \(NIST\) Security and Privacy Controls for Federal Information Systems and Organizations SP-800-53 Revision 4](#)

[National Institute of Standards and Technology Internal Report \(NISTIR\) 7966](#)

[Statewide Information Security Standards March 2017](#)

[DHS|OHA 090-003-04 Managing Password Process](#)

[DHS|OHA 090-003-08 Third Party Entity Approval for System Access Process](#)

[DHS|OHA 090-003-015 Service Account Password and Management Process](#)

Related policies

[DAS-107-004-052 Information Security](#)

[DAS 107-004-110 Acceptable Use of State Information Assets](#)

[DHS|OHA 090-003 Access Control Policy](#)

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Process History

Established as DHS|OHA process 11/05/2018

Keywords

Access, account, controls, exceptions, password, service, service account

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