

Process

Title:	DHS OHA-090-003-04 Managing Passwords Process
Related to:	DHS OHA-090-003 Access Control Policy
Effective date:	02/05/18

Purpose

This process establishes the requirements for the Department of Human Services (DHS) and Oregon Health Authority (OHA) staff to create and use strong, complex passwords to access protected information and agency systems. The use of strong passwords will prevent unauthorized access and establish user accountability.

Process Steps

1. Users of DHS|OHA information systems shall use a combination of a unique username and password to access all systems and applications.
2. Passwords shall be composed of one of each of the following:
 - a. At least ten 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:
 - a. A dictionary word or a proper name
 - b. The username
4. Passwords shall not be set to one of the last 24 previously used passwords.
5. Agency information systems and applications shall not display passwords in plain text when entered and shall not transmit unencrypted passwords.
6. Passwords shall expire within 60 calendar days.
7. Temporary passwords shall be changed at the first successful login.

References

[Criminal Justice Information Systems Security Standards \(CJIS\)](#)
[Department of Administrative Services, Office of the Security Chief Information Officer, Security Resource Center](#)
[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](#)

Related policies

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

[DHS|OHA-090-005 Information Security Incident Management Policy](#)

Contact

Information Security and Privacy Office (ISPO)

Phone: 503-945-6812 (Security)

503-945-5780 (Privacy)

Fax: 503-947-5396

Dhsinfo.security@state.or.us

History

Version 4.0 (Joint DHS|OHA) Revised as Process: 02/05/18

Version 3.0 (Joint DHS|OHA) Guidelines 10/24/16

Version 2.0 (Joint DHS|OHA) Guidelines 10/28/15

Version 1.0 DHS 11/1/03

Keywords

Characters, password, user, username

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