

ROGER WILLIAMS UNIVERSITY

Account & Password Management

ACCOUNT MANAGEMENT

- **TERMINATED EMPLOYEES**

The Human Resources (HR) department of the university notifies the IT department of employee termination. Once the IT department has been notified, the terminated employee's Active Directory Federation Services (ADFS) account and Office 365 account will be disabled within 24 business hours and no more access will be granted to the employee, unless otherwise directed by HR.

- **COLLEAGUE**

Colleague is the ERP system for the university. Access is limited to select employees depending upon their role at the university. Just as overall access is granted to an employee from their starting date to their termination date, an employee's ability to use Colleague is the same. Once IT is notified of either termination or movement, the employee's Colleague access is disabled within 24 business hours. IT conducts audit reports annually or biannually to ensure only individuals with particular roles are granted access that they need.

- **MULTIFACTOR AUTHENTICATION**

Roger Williams University currently requires multifactor email and VPN authentication. authentication for faculty and staff.

PASSWORD MANAGEMENT

Passwords to access RWU systems are considered confidential and shall not be disclosed to others. Roger Williams University requires complex passwords for network and system access. These requirements include:

- Passwords must not contain the user's entire Account Name or entire Display Name (Full Name).
- Password must be changed every 180 days and cannot be the same password used for the past three times.
- Must be at least 8 characters long and include three of the following four categories:
 - Uppercase characters of European languages (A through Z, with diacritic marks, Greek and Cyrillic characters)
 - Lowercase characters of European languages (a through z, sharp-s, with diacritic marks, Greek and Cyrillic characters)
 - Numbers (0 through 9)
 - Nonalphanumeric characters: ~!@#\$%^&* -+=`|\(){}[]:;'"<>.,?/

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