

## Native Peoplesoft Password Guidelines

**Introduction:** New guidelines have been created to address native Peoplesoft passwords. Native passwords are those used to log directly into the PeopleSoft application.

| New Password Guidelines  |                     |
|--|---------------------|
| <b>All of the following components must be included in the new password.</b> |                     |
| Minimum Length:  | 8 Characters        |
| Maximum Length:  | 28 Characters       |
| Contains 1 alphabetic character:   | A-Z and/or a-z      |
| Contains 1 special character:  | !, @, #, \$, etc... |
| Contains 1 numeric character:  | 0-9                 |

**Password Lockout:** Users will become locked out of their Peoplesoft accounts after 5 consecutive incorrect password entries. To have the account unlocked the user must contact the Peoplesoft Security Administrator.

**Password Expiration and Reuse:** Passwords will expire 90 days after creation. Passwords may be used once every 6 uses and will be allowed to repeat after approximately 18 months of creation.