

## IT USERS' ADVISORY COMMITTEE

### MINUTES

February 12, 2008

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**Present:** Peter Alder, Aaron Andersen, Dean Byrne, Michael Dietz, Rob Gillies, Dennis Hinkamp, Wes James, Justin Julander, Thorana Nelson, Ben Renard-Wiart, Cyndi Rowland, Joan Scheffke, Paul Schreuders, John Weeks, Eric Worthen

**Guests:**

Bob Bayn, Steve Funk, Doug Garrett, Jonathan Kadis, Chuck Kimber, Jay McEntyre, Kevin Reeve

**Excused/Absent:**

Franklin Bacheller, Lola Jean Bolton, Kirk Bostick, Sharyn Bradfield, Clint Bryant, Evertt Byington, Mark Damen, Jim Dorward, Scott Ensign, Nicholas Flann, Keith Gibson, Stacie Gomm, Alan Hashimoto, Eric Hawley, David Hole, George Hruby, Kay Jeppesen, John Johnson, Gordon May, Peter McChesney, Mac McKee, Conna Meeker, Craig Miller, Jodi Morgan, Doug Nakken, John Nicholson, Brian Nummer, Wallace Odd, Scott Randall, Adrie Roberts, Josh Schultz, Randy Simmons, Nathan Smith, Elisa Taylor

**WELCOME**

Committee Chair Eric Worthen

Eric thanked all for attending in support of IT and for their time.

**STRONG PASSWORDS AND SINGLE SIGN ON**

Documentation was distributed concerning the implementation of USU Policy #550 which has been approved. Bob Bayn stressed the fact that this will impact everyone at USU. He noted that this past year the security team has investigated a variety of incidents where hackers have tried to break into the university system. With a few of these incidents the hackers have been successful. It became evident that efforts need to be escalated to protect the system from these individuals.

Chuck Kimber reviewed the handout document emphasizing the following:

- This will impact everyone in the collegiate community
- Everyone will need to consolidate and have one username and one password.
- The username will be the A number.
- Passwords will need to change from the current 6 digit Banner pin to a strong password that is 8 to 16 characters in length.
- Continue to use the current username and password through Sunday, March 9.
- On Sunday, March 9, Banner will not be available. Also, affected systems will have limited or no availability on March 9.
- On Monday, March 10, all will be able to login the affected systems with their A# and the temporary password assigned. The temporary password will need to be changed by April 28.

**Discussion/Comments**

- A communication campaign will start immediately to the entire campus community with the changes and dates. Also, reminding each to remember their passwords.
- Emphasize the importance of having the change made by April 29 to avoid machine being locked down. Very important to make changes prior to leaving campus for the summer.
- The account will be locked if change is not made but information does not disappear.

- The week of April 29 is not good because of finals, papers, grades, posting grades, etc.
- IT security is always trying to identify who is hitting the system and look at compromised credentials.
- In this process there are 750,000 credentials needed and by changing it slows their process down.
- Individuals come and go on campus so it is necessary to have the account expire in six months. If left open longer it is available for the hacker.
- Deadline will be moved up to April 10 to avoid the week of finals, papers, grades, etc.
- A weekly reminder can be sent out but it will be only as good as email addresses.
- Wallet software – fairly safe to keep them (on phone)

Chuck outlined the rules (minimum standard) for changing to a strong password:

- Minimum of 8 characters
- First character must be alpha
- Contain at least 3 numeric characters
- Cannot be a known password
- Cannot contain user account (A number)
- Cannot use one of last four pass codes (current Banner standard)
- Must change every six months (current Banner standard)
- Case sensitive

- If pass codes are forgotten:
- Answer three canned questions/phrases
- Two users supplied questions/phrases
- Answer 1 random user
- Creates 16 character random pass code
- (painful but secure)

#### **FUTURE CHANGES TO MEETING TIME AND FORMAT**

It was suggested that meeting should be held quarterly and held during the lunch hour with brown bag lunch to accommodate schedules better.

#### Discussion

- Purpose of committee is to engage in conversation that will help IT to make decisions
- If committee member cannot attend, an alternate needs to be appointed to attend
- The committee is actively participating and is having an impact

It was determined that meetings should continue being held monthly on the second Tuesday of each month at 3:00 p.m. The next meeting will be held, Tuesday, March 11, 2008, 3:00 p.m., Merrill-Cazier Library 154.

#### **NOTE:**

Due to spring break on March 11 the **next meeting** will be held **Tuesday, April 8, 3:00 p.m.**, Merrill-Cazier Library 154.

Please add the following new committee members:

Wes James - College of Natural Resources, [w.james@usu.edu](mailto:w.james@usu.edu); 232-7495, UMC 5200

John Weeks – College of Natural Resources, [john.weeks@usu.edu](mailto:john.weeks@usu.edu); 757-7677, UMC 5200