

LVJUSD Password Requirements and Guidelines

The security of confidential student information and other sensitive data on the Livermore Valley Unified School District's computer network is a fundamental responsibility of everyone at LVJUSD and inherently involves the cooperation of the user community. Passwords are the keys that control access to highly confidential information on the LVJUSD network. Maintaining the confidentiality of all network passwords is a primary goal of any security protocol. The purpose of this requirement is to reinforce network security by establishing a strong but reasonable password protocol that follows common guidelines recommended by security professionals.

What this password protocol means for you:

- You and only you will know your network logon password.
- If you forget your password, you must contact the Information Technology (IT) to request a password reset or you can use the Single Sign-on Portal. IT will not know your password!
- You will not be able to select a short, trivial password. Passwords must meet the minimum length requirement of 12 characters. The system will automatically reject your attempt to change a password to one that does not meet the requirements.
- You must change your password if suspicious activity is detected or your password has been compromised. Keep in mind that you can change your password at any time if you choose.
- You will not be able to reuse a password you used the last 2 previous times.

Password Complexity Requirements

1. Passwords must be **12 characters or more** (not to include 3 or more letters in a row from the user name).
2. Passwords will not be required to be changed unless there has been suspicious activity or the password has been compromised.
 - You will not be able to re-use a password you used the last 2 previous times.
 - You need not wait to be prompted or notified by the system to change your password.
 - You may change your password at any time by:
 - Using the Ctrl-Alt-Delete keyboard command on a PC or
 - Using the LVJUSD Single Sign-on Portal – <https://portal.lvjUSD.k12.ca.us> or
 - Using the LVJUSD Web Account Manager (WAM) - <https://wam.lvjUSD.k12.ca.us>
 - Passwords must be changed on phones, tablets, and Macs that you use to access wireless or email directly in each device settings section.
3. It is highly recommended that passwords are NOT based on your name, userID, birthdates, addresses, phone numbers, relatives' names, pets, or any other personal information. Also, do not use repetitive characters (e.g. "4444" or "jjj", etc.) in your password.