

**NEW COLLEGE OF FLORIDA  
REGULATIONS MANUAL**

**CHAPTER 4 - Academic Affairs**

**4-5010 Passwords**

New College of Florida relies significantly upon the use of College-provided credentials (NCF username and password) to provide authentication for access to technology resources provided by the Office of Information Technology. The implementation of this Regulation will better safeguard the personal and confidential information of all individuals and organizations affiliated, associated, or employed by the College.

- (1) The password policy applies to all persons accessing the New College of Florida network regardless of their capacity, role, or function. Such persons include students, faculty, staff, third party contractors, visitors (guests), and consultants.
- (2) All New College owned electronic devices must, if available, have password protection enabled.
- (3) All network passwords (e.g., email, web, computer, etc.) must be changed at least every 90 days. Individuals with access to critical areas of information will be required to follow the password policy of that specific application. Some systems may require a shorter interval.
- (4) Passwords must not be inserted into email messages or other forms of electronic communication.
- (5) Passwords should not be shared with anyone.
- (6) Passwords should not be written down or stored electronically without encryption.
- (7) All passwords must follow the NCF password guidelines located on the NCF IT website.

*Authority: Article IX, Sec. 7, Fla. Constitution; Fla. Board of Governors Regulations 1.001 and 3.0075*

*History: Adopted 03-05-11; Revised 02-26-17 (technical amendment)*