

## Administrative Memo

**TO:** School Administrators  
**FROM:** Leigh Ann Grant-Engle  
**DATE:** January 17, 2012  
**SUBJECT:** DSM-12-002 Web Security Changes

Due to the increasing amount of sensitive data being posted on the Department's Missouri Comprehensive Data System (MCDS) portal, the Department is upgrading the security protocols around the Web Applications System.

### Password Policy Changes

- Passwords will begin expiring every 90 days. When the user's password has expired, the user will be asked to change their password before they can log in.
- Passwords must now be at least seven characters long.
- Passwords must contain at least one uppercase letter, lowercase letter, and number.
- Passwords may not contain all or part (three or more sequential characters) of User ID.
- Users may not use their last password when changing their password.
- Users will be locked out of the web site for 30 minutes after five unsuccessful log on attempts.
- The web application log-in pages have been improved and will contain prompts to assist the user with these changes.

### Password Reset Changes

When trying to reset a forgotten password, users will now receive an email with a link to change their password. The link in the email will only be valid for 24 hours from the time the request was made to reset the password. After the 24 hours has passed, users will have to repeat the process again to reset a forgotten password. Please do **NOT** share your password with anyone.

### Inactive User Account Cleanup

In order to clean up old user accounts, every night the Department will disable user accounts that have not logged on in the last 13 months. The Department will send an email to the email address associated with these accounts giving them five days to log on if they do not want their account disabled. The accounts will remain disabled for three months before they are completely removed from the system. During the three months before the account is completely removed, the only way disabled accounts can be re-enabled is by emailing the Department at [webreplyafsit@dese.mo.gov](mailto:webreplyafsit@dese.mo.gov).

### Webinar

The Office of Data System Management will be offering a webinar on January 20, 2012, to discuss these web security changes. The webinar will be from 10:00-11:00 a.m. and the link is <http://desemo.adobeconnect.com/r3b53h84cad/>. The webinar will be recorded.