

Password Policy

Rollins College is moving to unify our systems to a common password. Presently, we have the majority of our primary systems using the same password (network, email, Blackboard, FoxLink, Sharepoint, R-Card), with other systems being added regularly. This password is called our FoxID password. Access to the Banner database will remain confined to a subset of users and have its own password.

We require our users to have both a strong password and to change that password periodically.

FoxID Password Strength

The strength of a password depends on the different types of characters that you use, the overall length of the password, and whether the password can be found in a dictionary. Rollins College requires passwords that are a minimum of **16** characters.

FoxID Password Expiration

Staff are required to change their password every 90 days, while faculty and students are required to change their password every 180 days. Ten days prior to your password expiring, you will begin to receive emails reminding you of the need to change your password and providing you with the password rules.

FoxID Password History

You may not reuse your password until you have cycled through 5 unique passwords.

Banner Passwords

Access to the Banner system will not be unified with the passwords of our other systems for an added level of security. Banner passwords must be changed every 90 days for all Banner users. Rollins College requires that Banner passwords are

- a minimum of 8 characters
- use both upper and lower case
- have at least two numbers