INFORMATION SERVICES TECHNOLOGY BULLETIN

#IS-030042
10/20/03

TYPE: INFORMATIONAL BULLETIN

TOPIC: NETWORK PASSWORD EXPIRATION

EFFECTIVE: October 27, 2003

DISTRIBUTION: All Saint Louis Tenet Hospital Employees

SUMMARY

In compliance with Tenet Corporate standards and HIPAA regulations all network passwords have to change every ninety (90) days. To accomplish this all network passwords must initially be set to expire on a specific date. Once this initial renewal is performed, you’ll be prompted to create a new network password every ninety (90) days thereafter.

DETAILS

Initial network password expirations will follow the schedule below:

<table>
<thead>
<tr>
<th>Domain</th>
<th>Date</th>
<th>Location involved</th>
</tr>
</thead>
<tbody>
<tr>
<td>sluh_his</td>
<td>10-27-03</td>
<td>St. Louis University Hospital, surrounding buildings</td>
</tr>
<tr>
<td>deaconess</td>
<td>11-3-03</td>
<td>Forest Park Hospital, Des Peres Hospital and USCSM</td>
</tr>
<tr>
<td>tenetstl</td>
<td>11-10-03</td>
<td>St. Alexius - Broadway and Jefferson, RBO (NBO),Central NE Region</td>
</tr>
</tbody>
</table>

The sample screen below is a typical network log in screen. Your log in screen may look slightly different but the entry fields will be the same.

Note your network domain when you log in currently. It’s the third field on the box (sluh_his in the above example). Match it up with the schedule above to know when you will be initially prompted for a new password.

ACTION

When your network password expires a Windows prompt will appear directing you to supply a new network password. Enter a new password following the rules below.

New network password requirements:

Minimum length:
--8 characters

AND
--containing at least one upper case letter: A-Z
--containing at least one numeric character: 0-9
--containing at least one lower case letter: a-z

As with most systems, there will be an additional prompt to re-enter the new password a second time for verification.

If you are in a group that is currently using a generic (1 for all) login and password, continue to use the current password. These passwords will be handled separately.

If you have any questions regarding this communication, please respond by replying to this email.

*Click on this link to view all Information Services Technology Bulletins: [http://dhiis.tenetstl.com/departments/IS/techbulletins/index.htm](http://dhiis.tenetstl.com/departments/IS/techbulletins/index.htm)