



## ADMINISTRATIVE PROCEDURE

### INFORMATION TECHNOLOGY SERVICES ERP (ORACLE) PASSWORD PROCEDURES

0703

Procedure No.

August 1, 2006

Date

- I. **PURPOSE:** To provide standards for usernames and passwords used in the school system's ERP system (Oracle E-Business Suite).
- II. **INFORMATION:** As an employee of Prince George's County Public Schools, certain staff will need access to the ERP system. This system is made of integrated modules to manage school system information such as Human Resources, Payroll, Benefits, Finance, and Purchasing.
- III. **BACKGROUND:** Employees who need access to the ERP system must request it by filling out one of the Oracle Authorization forms located at <http://sas2kweb1/forms> . Access will be given once signed and approved by appropriate personnel.
- IV. **DEFINITIONS:**
  - A. ERP is an acronym for Enterprise Resource Planning.
  - B. Username (USERID) is a unique identifier used with a password to gain access to the ERP system.
  - C. Password is a secret sequence of letters, numbers, and other symbols needed along with a username to gain access to the ERP system.
  - D. DISA is an acronym for Departmental Information Security Administrator. This person is responsible for ensuring all personnel in their department have appropriate access to information on the ERP system.
- V. **PROCEDURES:**

#### **Administrative Staff**

- A. Before an ERP (Oracle) account can be obtained, training in Payroll, iProcurement, or Financial Applications must be completed. Training information can be obtained at <http://www.pgcps.org/~summit/schedule.htm>.
- B. All administrative staff that requires access to the ERP system must complete an Oracle Authorization Form located at <http://sas2kweb1/forms>. Select the authorization you need, open the document and print it out. Complete the form, sign it, and forward it for appropriate signatures. Administrative accounts are signed by the supervisor and the Departmental Information Security Administrator (DISA). When the form is complete,



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the DISA will forward the original signed form to Information Technology, Sasscer Administration Building, Room 140.

- C. All initial account applications should have the **'new account'** box checked. When access is no longer desired for an employee (due to transfer, etc.), submit a new Oracle Authorization Form located at <http://sas2kweb1/forms> with the name of the individual, and the **'remove access'** box checked. **This step is very important to maintain the security of our data.**

#### **Region & School Staff**

- A. Before an ERP (Oracle) account can be obtained, training in Payroll, iProcurement, or Financial Applications must be completed. Training information can be obtained at <http://www.pgcps.org/~summit/schedule.htm>.
- B. Principals and Regional Assistant Superintendents have separate access forms to complete for the ERP system. All Oracle Authorization Forms are located at <http://sas2kweb1/forms>. Select the authorization you need, open the document and print it out. Complete the form, sign it, and forward it for appropriate signatures. School Staff requesting financial access are signed by the Principal. Payroll access must be signed by the Regional Assistant Superintendent. When the form is complete, forward the original signed form to Information Technology, Sasscer Administration Building, Room 140.
- C. All initial account applications should have the **'new account'** box checked. When access is no longer desired for an employee (due to transfer, etc.), a form should be submitted for that employee with the **'remove access'** box checked. **This step is very important to maintain the security of our data.**

#### **Usernames (USERIDS)**

- A. All ERP (Oracle) system users must be uniquely identified and authenticated.
- B. All usernames must have a password.
- C. Dormant or unused usernames will be disabled after 180 days. The user will have to submit another Oracle Authorization Form to be reinstated.



## ADMINISTRATIVE PROCEDURE

### INFORMATION TECHNOLOGY SERVICES ERP (ORACLE) PASSWORD PROCEDURES

0703

Procedure No.

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Date

- D. Usernames for terminated or transferred personnel will be end-dated immediately.
- E. Usernames are assigned to one individual only. Usernames are **NOT** to be shared under any circumstance.

#### **Passwords**

- A. Each individual with approved access to PGCPS ERP (Oracle) system will create unique passwords for their account and will safeguard and protect all passwords.
- B. Password Selection Criteria
  - 1. Passwords **must** be a minimum of 8 characters.
  - 2. Passwords **must** contain at least 1 letter and 1 number.
  - 3. Passwords **must** be changed every 90 days.
  - 4. Passwords **cannot** include your ERP (Oracle) username.
  - 5. Passwords **cannot** use repeated characters (aa22bb).
  - 6. Passwords **cannot** be reused.
  - 7. **Do not** use your logon name in any format.
  - 8. **Do not** use your first or last name in any format.
  - 9. **Do not** use your spouse's or child's name.
  - 10. **Do not** use other information easily obtained about you, such as your house number, street address, license plate, your dog or cat's name, etc.
  - 11. **Do not** use words that are in the dictionary or well-known phrases; there are programs that can 'crack' these passwords.
- C. Password Recommendations
  - 1. Choose a line or two from a song, slogan, quote, or poem, and use the first letter of each word.



## ADMINISTRATIVE PROCEDURE

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0703

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2. Alternate between one consonant and one or two vowels. This provides nonsense words that are usually pronounceable and easily remembered.
  3. Choose two short words and link them together with a punctuation character between them.
  4. Use a password of a phrase you can recall easily and use the first letter of each word. For example: tpomwh2c – “the picture on my wall has 2 cats”.
- VI. **RELATED PROCEDURES:** Administrative Procedure 0700, Information Technology Services-Acceptable Usage Guidelines and Administrative Procedure 0701, Information Technology Services-Employee E-Mail Procedure.
- VII. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** This Administrative Procedure originates with the Division of Information Technology and will be updated, as needed.
- VIII. **CANCELLATIONS AND SUPERSEDURES:** None. This is a new Administrative Procedure.
- IX. **EFFECTIVE DATE:** August 1, 2006.

Approved by:  
John E. Deasy  
Chief Executive Officer

Distribution: Lists 1, 2, 3, 4, 5, 6, 10, and 11