

APPROVED BY  
Decree No. PP-235 of the Executive  
Director of Kaunas University of  
Technology of  
23 December 2014

## **GUIDELINES FOR THE USE OF ACCESS TO THE UNIVERSITY'S INFORMATION TECHNOLOGY RESOURCES OF KAUNAS UNIVERSITY OF TECHNOLOGY**

### **CHAPTER I GENERAL PROVISIONS**

1. Guidelines for the Use of Access to the University's Information Technology Resources of Kaunas University of Technology (hereinafter – Guidelines) regulate the procedure for the insurance of security of the information technology (hereinafter – IT) resources of Kaunas University of Technology, by setting the requirements of the use of secure password.
2. These Guidelines are applicable to all the persons using password for their access to the University's IT resources.
3. Main definitions:
  - 3.1. **Access** – permission to the identified person to login to the University's IT resources.
  - 3.2. **Encryption** – conversion of the information to the form that protects the information from unauthorised reading.
4. All the users of the University's IT resources (hereinafter – users) are responsible for the secure use of password following the rules set by these Guidelines.

### **CHAPTER II PROVISION OF LOGIN NAME**

5. Each user is provided a unique user name identifying this user for all accesses to the University's IT resources.
6. User name is made while creating access the University's IT resources in accordance with the Regulations on the Information Technologies of Kaunas University of Technology. Assigned of the user name is performed by the Information Resources Development Centre.
7. The user learns his/her user name during the first registration in the integrated registration system <https://registracija.ktu.lt>.
8. The assigned user name cannot be changed or provided to another person.

### **CHAPTER III CREATION OF PASSWORD**

9. The user's password has to comply with the following requirements:
  - 9.1. Password must have at least 8 characters;
  - 9.2. Password must contain three types of characters:
    - 9.2.1. Lower case letters;
    - 9.2.2. Upper case letters;
    - 9.2.3. Numbers;
    - 9.2.4. special characters (~!@#\$%^&\*()\_+[]\;’,./{}|:”<>?).
  - 9.3. Password cannot contain any names, surnames, place names, dates of birth related to the user and his/her close relatives, and similar information.

### **CHAPTER IV**

## **PASSWORD SECURITY**

10. The user has to change the password at least once in 12 months.
11. Password change is performed in the University's integrated registration system <https://registracija.ktu.lt>.
12. The user has to protect his/her password and comply with the following requirements:
  - 12.1. Password cannot be saved in a computer without encryption;
  - 12.2. Password cannot be written and left in a visible or easily accessible place;
  - 12.3. Password cannot be shared with other persons;
  - 12.4. Password used at the University cannot be used to protect non-university services.
13. In case of forgotten password the user has to use the University's password recovery service in the University's registration system <https://registracija.ktu.lt>; in case of a failed attempt to use this service the user has to apply to the University's IT help in the manner specified on the website <https://registracija.ktu.lt>.

## **CHAPTER V FINAL PROVISIONS**

14. The exceptions to the procedure defined in these Guidelines can only be made after assessment of the threats and coordination of the risk mitigation measures with responsible employees of the Information Technologies and after receipt of the written permission by the University's Executive Director.
  15. Disciplinary penalties or academic penalties may be imposed on the users who violate the rules set by these Guidelines through their own fault under the procedure stipulated by the University.
  16. The Guidelines can be amended and/or supplemented by the decree of the Executive Director.
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