

Date: January 13, 2026

To: Los Rios Employees

From: Jamey Nye, Deputy Chancellor

Subject: Guidelines on When to Change your Password

Los Rios students and employees are required to create and use passwords that satisfy specific requirements when logging into LRCCD systems. Our password policy contains requirements on minimum length and complexity to protect your account and improve security on our systems.

What are we changing?

To improve our security posture and user experience, we have implemented two (2) changes to our password requirements:

1. **Increased Minimum Length:** The minimum password length is increased from 10 characters to 12 characters.
2. **Removal of Mandatory Expiration:** We have eliminated the 365-day mandatory expiration requirement. Your password will no longer expire annually.

When should you change your password?

No immediate action is required. You do **not** need to change your password today. The transition to the new password requirements will happen naturally.

1. Your existing password will continue to work until its original 365-day expiration date.
2. When your current password expires, the system will prompt you for a change. At that time, you must create a new password that meets the new 12-character minimum.
3. Once you have updated your password, the annual expiration requirement is removed for your account, and you will no longer be prompted for a mandatory change every year.

However, you may choose to update your password immediately if one (1) of the following conditions exist:

- ***If your current password is weak.*** The longer the password length, the more secure it is. Consider using a [passphrase](#) to strengthen your password and make it easier to remember.

- *If you have reason to believe your password has been stolen.* Make sure you change it on all of your accounts where you use the same or a similar password.
- *If you shared your password with a friend, co-worker, supervisor, or anyone.*
- *If you saw someone looking over your shoulder as you were typing your password.*
- *If you think you might have just given your password to a phishing email/website.*

Regardless of why you are changing your password, choose a new password unrelated to the old one.

Why are these changes needed?

Research suggests that mandatory password expiration may weaken password security. Users who know they will have to change their password frequently do not choose strong passwords and are more likely to write their passwords down. Users often choose the same password with small modifications to the beginning or end, thus once an attacker knows a password, they are often able to guess the user's next password easily. The National Institute of Standards and Technology (NIST) emphasizes that other aspects of password policies may have greater benefits than mandatory expiration, including requirements for password length.

Based on research and the digital guidelines from NIST¹, the Information Security Officers evaluated the risks and benefits of removing mandatory password expiration and agreed that the benefits of removing mandatory expiration outweighed the risks, especially when combined with an increase in the required minimum password length.

How do you change your password?

Your password can be changed at any time by visiting the Password Management System at <https://losrios.edu/password/> and selecting the option that applies to you. When changing your password, be sure to adhere to the following requirements:

- Your password must contain all of the following:
 - ✓ at least 12 characters
 - ✓ at least one UPPERCASE letter
 - ✓ at least one lowercase letter
 - ✓ at least one number
- Your password cannot contain any part of your first or last name or your WID
- Your password cannot be the same as any of your previous eight (8) passwords.

Note that five (5) consecutive failed login attempts will lock your LRCCD account for 15 minutes.

¹ Federal Trade Commission: <https://www.ftc.gov/news-events/blogs/techftc/2016/03/time-rethink-mandatory-password-changes>; National Institute of Standards and Technology (NIST) SP 800-63 – Digital Identify Guidelines: <https://pages.nist.gov/800-63-4/sp800-63b.html>

When will the District reset your password?

There are instances when the District will initiate a password change and require you to set up a new password:

- When the District receives notification from a trusted third party that your password may have been compromised (e.g., FBI, Google).
- When the District suspects that your password may have been compromised (e.g., malware is discovered on your machine, identity theft reported, your account is sending out spam).

If you have any additional questions about how to change or create a new password, please contact your campus Help Desk or District Help Desk at (916) 568-3012.

Jamey Nye, Deputy Chancellor
District-wide Information Security Officer
Los Rios Community College District