

LCS Password Reset Procedures

Purpose

The purpose of this document is to outline best practices for resetting passwords for LCS staff accounts, in line with our commitment to secure and user-friendly authentication processes.

LCS Password Policy Overview

- **Minimum Length:** 12 characters
- **Complexity Requirements:** None
- **Expiration:** 1 year

Self-Service Password Reset

As the first step in the password reset process, users should be directed to reset their own password using Microsoft's Self-Service Password Reset portal. This allows for a quick and secure way to regain access without administrative intervention.

- **Users can access the portal at:**
<https://passwordreset.microsoftonline.com/>

Guidelines to create a secure password

LCS staff are encouraged to follow NIST guidelines by using *passphrases* instead of traditional *passwords*. Passphrases are generally more secure, easier to remember, and provide better protection against unauthorized access.

- **Example of a Passphrase:** Today-is-a-good-day
- **Example of a Traditional Password:** Password123

When resetting passwords, helpdesk staff should generate secure, random passphrases using approved tools, following this same methodology. While the current minimum length is 12, when creating passwords for other staff you will use 14.

Creating a Random Passphrase for Staff Using 1Password Generator

When generating a random passphrase for staff, we recommend using the **1Password Password Generator** tool. Other secure generation tools may be used as long as they meet or exceed the criteria outlined below.

- **Access the 1Password Generator:**
<https://1password.com/password-generator>
- **Recommended Settings:**
 - **Password Type:** Memorable
 - **Number of Characters (words):** 3
 - **Use Full Words:** Enabled

These settings will generate a secure, memorable, three-word passphrase for the user, aligned with our password policy requirements.

Below is a screenshot of the correct settings:

Choose password type

☐ Random☒ Memorable☐ # PIN

Customize your new password

Characters

3

Capitalize the first letter ☐Use full words ☒

Generated password

genius-footnote-puma**Copy password****Refresh password**