

Password Policy and Procedure for dtefreight.com.

Password Policy

1.0 Overview

Passwords are an important aspect of computer security. A poorly chosen password may result in unauthorized access and/or exploitation of dtefreight.com resources. All dtefreight.com users, including contractors and vendors with access to dtefreight.com systems, are responsible for taking the appropriate steps, as outlined below, to select and secure their passwords.

2.0 Purpose

The purpose of this policy is to establish a standard for creation of strong passwords, the protection of those passwords, and the frequency of change.

3.0 Scope

The scope of this policy includes all DTE Energy employees, contractors and vendors who have or are responsible for an account (or any form of access that supports or requires a password) on dtefreight.com.

4.0 Policy

4.1 General

- Passwords must be changed every 90 days
- All passwords must meet the definition of a Strong password below
- Users may not re-use any of their previous five (5) passwords
- Any temporary password will expire at 23:59:59 of the date issued
- A user account will be temporarily locked for five (5) minutes after 3 consecutive failed logins

4.2 Strong Password Construction Guidelines

Strong passwords have the following characteristics:

- Contain at least three of the five following character classes:
 - Lower case characters
 - Upper case characters
 - Numbers
 - “Special” characters (e.g. @\$%^&*()_+|~-=\` {} []: ";'<>/ etc)
- Contain at least eight alphanumeric characters.

Procedure

1.0 Password Expiration

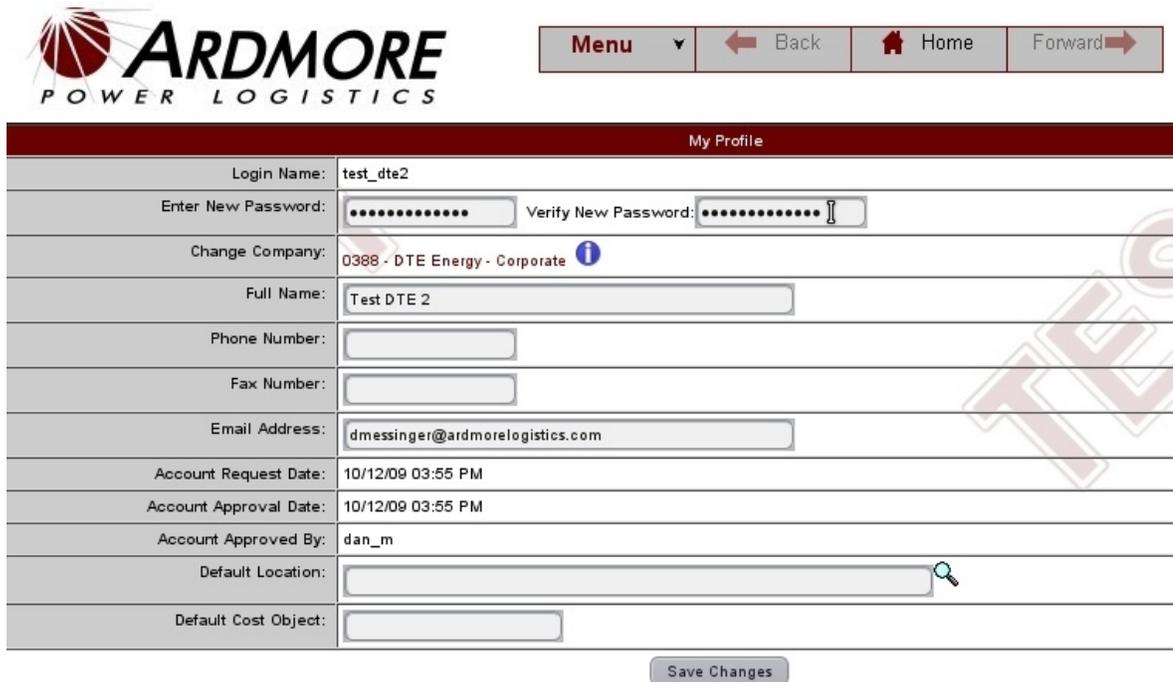
- Beginning 30 days before your password will expire, you will be presented with a countdown notification in the dtfreight.com menu bar displaying the number of days remaining to change your password (*fig. 1*).
- If you fail to change your password before the 90 day password expiration date, your account will be locked. There will be no grace period or further notification.



figure 1

2.0 Manually changing a password

- Click on the "My Profile" button in the dtfreight.com menu bar.
- The Ardmore System "My Profile" page will open on a new window (*fig. 2*).
- Enter a new password and password confirmation, then click "Save Changes".
- If the password does not meet the criteria defined in the policy, an error will appear and the password will not be changed. (*fig. 3, fig. 4*)
- If no error appears, the password has been changed successfully and the expiration counter will be reset to 90 days.

The screenshot shows the Ardmore Power Logistics logo on the left and a navigation bar with "Menu", "Back", "Home", and "Forward" buttons. Below is the "My Profile" page with a table of user information and a "Save Changes" button at the bottom.

My Profile	
Login Name:	test_dte2
Enter New Password: Verify New Password:
Change Company:	0388 - DTE Energy - Corporate <i>i</i>
Full Name:	Test DTE 2
Phone Number:	
Fax Number:	
Email Address:	dmessinger@ardmorelogistics.com
Account Request Date:	10/12/09 03:55 PM
Account Approval Date:	10/12/09 03:55 PM
Account Approved By:	dan_m
Default Location:	
Default Cost Object:	

figure 2

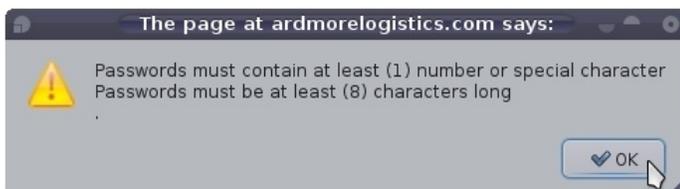


figure 3

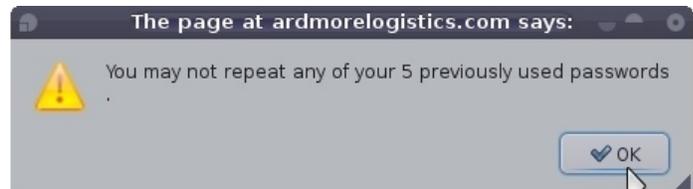


figure 4

3.0 Resetting a lost or forgotten password

- On the dtfreight.com DTE User login page, click the link “[Click Here to retrieve forgotten User ID or Password](#)” (fig. 5)
- Enter your user id or email address, and click “Submit”. (fig. 6, fig. 7)
- An email containing a new random password will be sent to the email address we have on file for that user id. (fig. 8)
- The new randomly assigned password will expire at 23:59:59 the same day.
- If the user does not change his/her password before the reset password expires, his/her account will be locked. There will be no grace period or further notification.

Invalid user name or password.

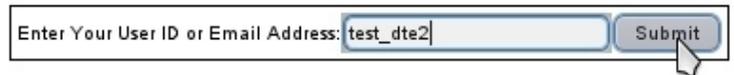


System Login

Please enter your user name and password below and click on the "Log In" button to enter the system.

User:

Password:



Enter Your User ID or Email Address:

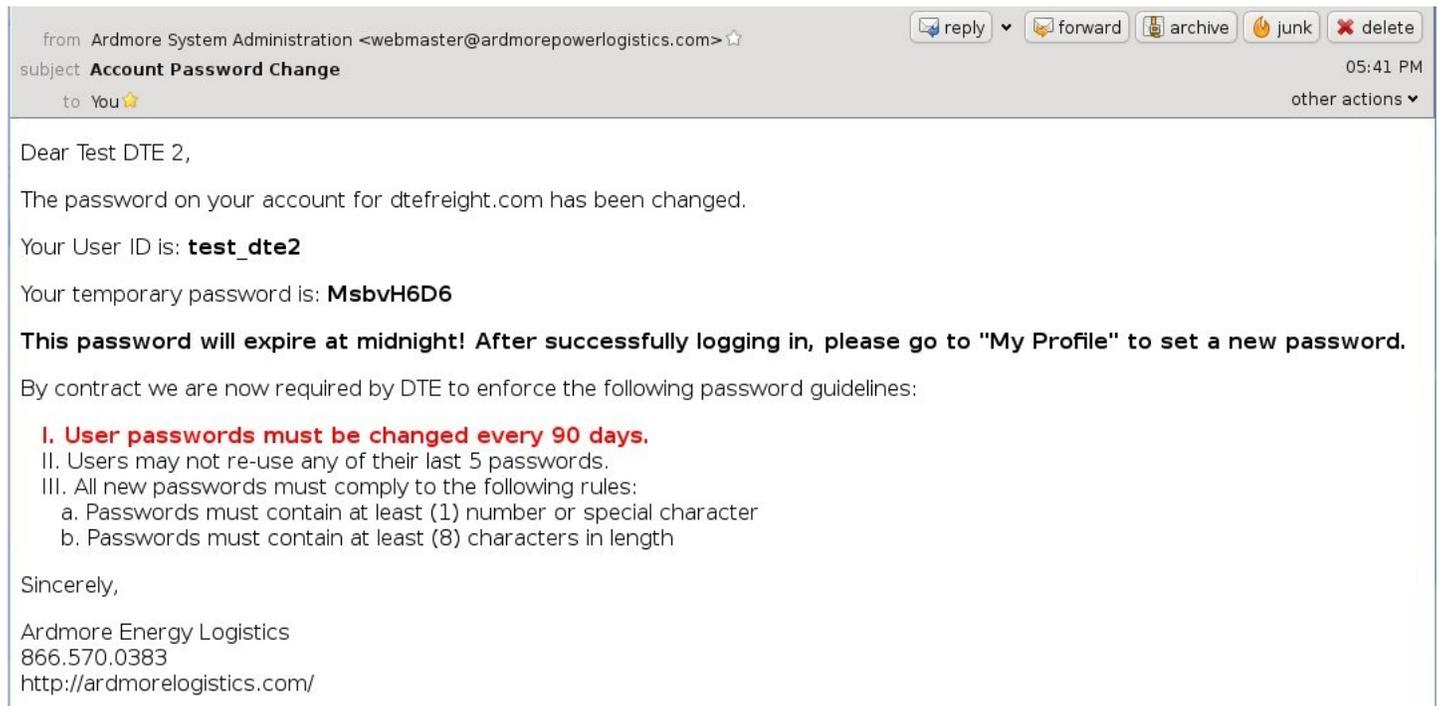
figure 6

[Click Here to retrieve forgotten User ID or Password](#)

figure 5

Attempting to Reset Password on account test_dte2...
Password Reset Successful.
An email containing login information has been sent to dmsinger@ardmorelogistics.com

figure 7



from: Ardmore System Administration <webmaster@ardmorepowerlogistics.com> ☆

subject: **Account Password Change**

to: You ☆

05:41 PM
other actions ▾

Dear Test DTE 2,

The password on your account for dtfreight.com has been changed.

Your User ID is: **test_dte2**

Your temporary password is: **MsbvH6D6**

This password will expire at midnight! After successfully logging in, please go to "My Profile" to set a new password.

By contract we are now required by DTE to enforce the following password guidelines:

- I. **User passwords must be changed every 90 days.**
- II. Users may not re-use any of their last 5 passwords.
- III. All new passwords must comply to the following rules:
 - a. Passwords must contain at least (1) number or special character
 - b. Passwords must contain at least (8) characters in length

Sincerely,

Ardmore Energy Logistics
866.570.0383
<http://ardmorelogistics.com/>

figure 8