**COMMONWEALTH OF PENNSYLVANIA HEALTH & HUMAN SERVICES DELIVERY CENTER**

INFORMATION TECHNOLOGY POLICY

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| Name of Policy: | Number: |
| **TACACS Accounts** | **POL-ENSS003** |
| Domain: | Category: |
| **Network** | **TACACS Account Approval Process** |
| Date Issued: | Issued by Direction Of: |
| **1/24/2012** |  |
| Date Revised: | **Sandra K. Patterson, CIO** |
| **4/15/2020** | **Health & Human Services Delivery Center** |

# Abstract:

How to obtain a Cisco Terminal Access Control Access Control System (TACACS) username and password?

The Health and Human Services Delivery Center (HHS DC) Technology Services Office (TSO) is responsible for the Cisco Terminal Access Control Access Control System for the Departments of Health (DOH), Human Services (DHS), Aging (PDA), Drug and Alcohol Programs (DDAP) and Military and Veterans Affairs (DMVA).

# General:

In order to gain access to any of the Health and Human Services Delivery Center (HHS DC), Aging or Insurance Cisco Routers, Switches, Riverbed devices or Savvius Network Analyzer, a TACACS username and password are required.

# Policy:

All requests for a TACACS username and password in order to access network equipment will be sent by email to the HHS DC Unit Chief for the Network and Telecommunications Unit. If approved the unit chief will forward the accounts unto Verizon to physically create the accounts.

A master list of the TACACS accounts, the date created and revoked will be kept by the unit chief on a server data share. This master list will be reviewed quarterly for any accounts whose access is no longer needed.

All TACACS password must meet the following requirements:

Contain 3 of the following 4 criteria: Upper Case, Lower Case, Numbers and Special Characters. Be at least 8 digits long.

Passwords will expire every 45 days.

# Exemptions from this Policy:

There will be no exemptions to this standard.

# Refresh Schedule:

All policies and referenced documentation identified in this standard will be subject to review and possible revision annually or upon request by the HHS Information Technology Delivery Center Domain Lead.

# Policy Revision Log:

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| --- | --- | --- | --- |
| **Change Date** | **Version** | **Change Description** | **Author and Organization** |
| 1/24/2012 | 1.0 | Policy Written | Matthew Messinger, BIS-DTE |
| 10/9/2013 | 1.0 | Reviewed no changes necessary | Matthew Messinger, BIS-DTE |
| 3/13/2015 | 1.0 | Reviewed; changed DPW to DHS agency | Robert Gordon, BIS-DTE |
| 3/7/2016 | 1.1 | Updated the CTO’s name | Aamir Qureshi, BIS-DTE |
| 4/9/2020 | 2.0 | Review for Content/Organization Change | Michael E. Sites TSO |
| 4/15/2020 | 2.0 | Review for content-Equipment update | Robert Gordon TSO |
| 7/28/2020 | 2.1 | Signature Removed | Michael E. Sites TSO |