

Change My Password

Overview

A data entry person is encouraged to change his/her password on a regular basis. This reduces the opportunity for an unauthorized person to access IMS data. The method by which a person may change a password is very straightforward.

Uniform Data Entry Procedure

At this time, there are no Uniform Data Entry Procedures related to Change My Password.

Access to Screen

From the Main Menu, select Change My Password under the Utilities section.



Change Password

1. Click on the link Change My Password.
2. Type in a new password in the New Password field.
3. Retype the same password, to confirm the password.
4. Click the OK button.

Note:

- Passwords are not case sensitive.
- The new password will be used the next time the data entry person logs in.

Guidelines for selecting a Password

1. More than eight characters in length. Short passwords are easier to crack than long passwords.
2. Combine letters, numbers and symbols (as allowed), but not:
 - sequential or repeating combinations, such as 12345678, 22222222, abcdefgh, or adjacent letters on your keyboard
 - common words with letters replaced by numbers or symbols, such as MyL0&1n or P@ssw0rd
3. Easy for you to remember and difficult for others to guess, but not:
 - your login name, your spouse's name or your birthday.
 - words found in the dictionary, in any language. Hackers use sophisticated tools that can rapidly guess passwords based on words in the dictionary, in a variety of languages, and using words spelled backwards.
 - hard-to-remember. Random combinations of letters, numbers, and symbols that must be written down to be remembered, can be misplaced or found by others and used.

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