



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF INFORMATION SERVICES

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ISIS Memorandum 07-018

To: ISIS Security Administrators
ISIS Agency Liaisons

Subject: New ISIS Userid Procedure

Effective Monday December 12, 2006 the following changes will be implemented to distribute new ISIS userid and password information:

- Initial ISIS password will no longer default to the userid.
- User must call the ISIS Help Desk to activate the userid and obtain a password.

The Security Administrator and Liaison will continue to receive e-mail notification when an ISIS userid is created or reactivated. The e-mail will instruct you to give the user their userid and have them call the ISIS Help Desk (225-342-2677 option 1, then option 2) to activate the userid and obtain their initial password.

If you have any questions or comments, please contact the ISIS Help Desk at (225) 342-2677.

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