



*State of Louisiana*  
DIVISION OF ADMINISTRATION

OFFICE OF INFORMATION SERVICES

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**ISIS Memorandum 07-034**

To: Employee Administrators  
Human Resource Directors  
LEO Contacts  
Time Administrators  
Travel Administrators  
Technical Coordinators

Subject: Revised ISIS HR, ISIS Travel and LEO Password Restrictions

**Please distribute this important information to all LEO, ISIS HR and ISIS Travel users.**

Effective **Monday, March 19, 2007**, new password restrictions will be implemented for ISIS HR, ISIS Travel and LEO.

- Maximum password length has been increased to **forty** (40) characters. Minimum password length is still **eight** (8) characters.
- Passwords will be **case sensitive**.

Existing passwords will remain valid after March 19, but the new restrictions will be enforced as:

- existing passwords expire;
- user optionally changes passwords;
- new users establish a password.

For more information on the new restrictions, please select "Online Help" from the LEO logon screen. From there detailed help for Password Maintenance can be accessed along with Tutorials and Quick Reference cards.

Please direct any questions to the ISIS Help Desk at (225) 342-2677.

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