



AFS / AGPS / CFMS

User ID/Password Security

QUICK REFERENCE

Your Name: _____

Your ID: _____

Agency Liaison: _____

ISIS Help Line: 225/342-2677

DOA Mainframe Help Desk: 225/342-4730

(To reset the password for your userid because it was either revoked or you forgot it)

No User ID should be shared. Passwords should be kept confidential and not displayed publicly. You are responsible for all access to ISIS with your User ID. If you feel that your password is known by someone else, you may use the procedures for password change below to revise your password.

Change Non-expired Password:

1. At the DOA screen, type **CI** and press enter. Each department has a specific logon sequence which must be used to access the DOA mainframe. *If your agency logon takes you directly into ISIS Production, it is not necessary to type **CI** and press enter.*
2. On the CICS-ISIS Production System screen, type CESN in the Task-id field and press enter.
3. The Signon to CICS screen will be displayed. Enter you User ID, current password and new password in the appropriate fields and press enter.
4. The verify password message will be displayed and cursor will be on the password field. Reenter your new password and press enter.
5. Press F3, clear your screen and type BYE to exit.

Password Restrictions / Guidelines:

1. Passwords expire every thirty (30) days but may be changed more often.
2. Users are allowed only three (3) attempts to enter the correct password. After the third attempt, the User ID will be revoked.
3. Must be eight (8) characters.
4. Must contain at least one alphabetic (A-Z) or national (#, @, \$), and one numeric (0-9) character.
5. Cannot be your first name, last name or initials (e.g., BILL, SMITH, WRS, etc.).
6. Cannot begin with the abbreviation for any month (e.g., JAN, MAR, JUL, etc.).
7. Cannot contain any characters repeated more than once sequentially (e.g., AAA, DDDD, 22222, etc.).
8. Cannot contain sequential strings of characters (e.g., ABCDE, 1234, etc.).
9. Cannot be any computer related terms/words (e.g., KEYBOARD, TERMINAL, APPLE, PASSWORD, etc.).
10. Cannot be any password that was assigned to your User ID within the last several months.
11. Should not be a common name, common word, system acronym or common phrase that can be found in the dictionary (e.g., ISISAFS, AGPSCFMS, etc.).
12. May contain any alphabetical, numerical and special national characters (e.g., 54B#@18\$, 1@TB\$1V#, etc.).

NOTE: If you have forgotten your ISIS User ID, please contact your agency security administrator.



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Revised: 08/13