

SACS LOGIN PROCEDURES PASSWORD SECURITY

TABLE OF CONTENTS

Login Screens – New User (Section 1)	P.1
Forgotten Password (Section 2)	P.2
Semi-Annual Reset (Section 3)	P.4

LOGIN SCREENS – NEW USER

1.1 Enter your user name, district number, assigned password and fiscal year.

Note: Fiscal year defaults to the current fiscal year as indicated from the computer's date.

A screenshot of a Windows-style dialog box titled "Login". It contains four input fields: "Login", "District", "Password", and "FY". The "FY" field is pre-filled with the value "2005". Below the input fields are two buttons: "Enter" and "Cancel".

Illustration 1.1

1.2 If this is the first time you have logged on, you will be prompted to change the password that was assigned to you. See Illustration 1.2.

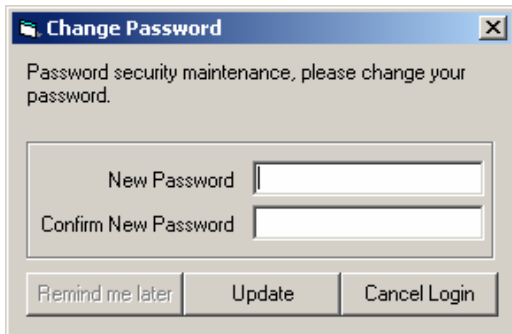
A screenshot of a Windows-style dialog box titled "Change Password". The text inside reads "Password security maintenance, please change your password." Below this text are two input fields: "New Password" and "Confirm New Password". At the bottom of the dialog are three buttons: "Remind me later", "Update", and "Cancel Login".

Illustration 1.2

1.3 Enter a new password and confirm it in the next field as shown in Illustration 1.3.

A screenshot of the "Change Password" dialog box, identical to the previous one, but with the "New Password" and "Confirm New Password" fields filled with a series of asterisks (*****) to indicate that the passwords are masked.

Illustration 1.3

SACS LOGIN PROCEDURES PASSWORD SECURITY

1.4 If you have not already completed a password prompt question, the message box shown in Illustration 1.4 will appear.

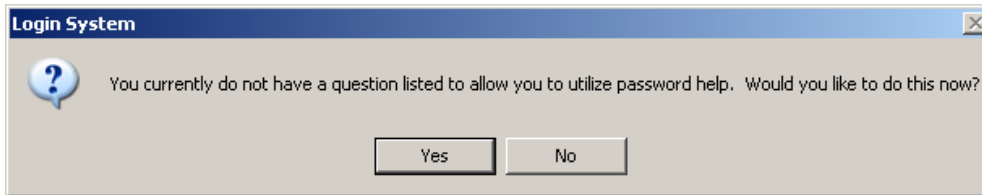


Illustration 1.4

1.5 Enter a unique question to which you are the only person knowing the answer.

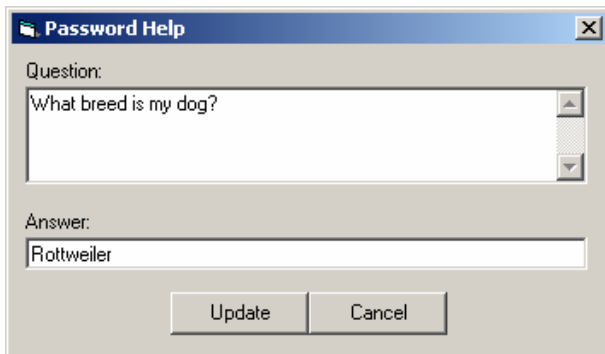


Illustration 1.5

1.6 You will be notified when your question and answer has been updated.

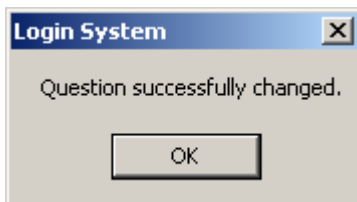


Illustration 1.6

FORGOTTEN PASSWORD

2.1 In the event that you have forgotten your password, you may enter an invalid password to access the Password Help portion of the login. Illustration 2.1 shows the **Login Failed** message received if your password is incorrectly entered.

*Note: If you have incorrectly entered your password but still remember it, click **OK** here, and re-enter your password in the login Password box. You are not required to use the help.*

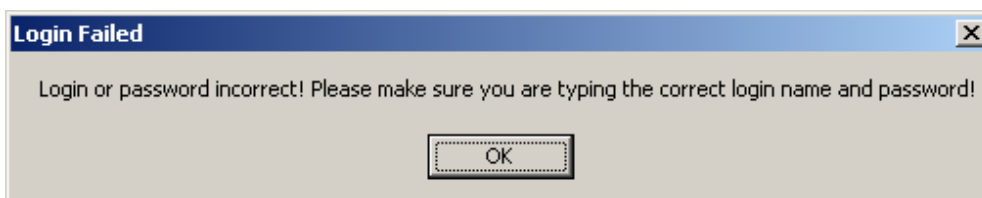


Illustration 2.1

SACS LOGIN PROCEDURES PASSWORD SECURITY

2.2 The **Login** screen will reappear after clicking **OK** on the previous message box. You do not have to make use of the *Password Help* function if you simply entered your **Password** or **Login** in error. If you truly have forgotten your password, click the *Password Help*.

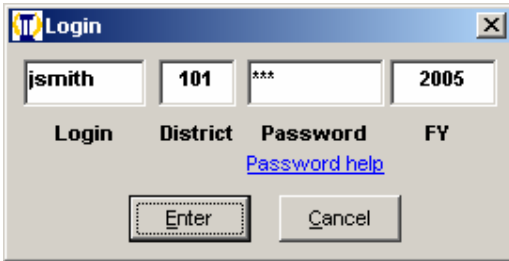


Illustration 2.2

2.3 The **Password Help** screen appears after the link on the **Login** screen has been clicked. Enter the answer to your unique question in the *Answer* field and click **OK**.

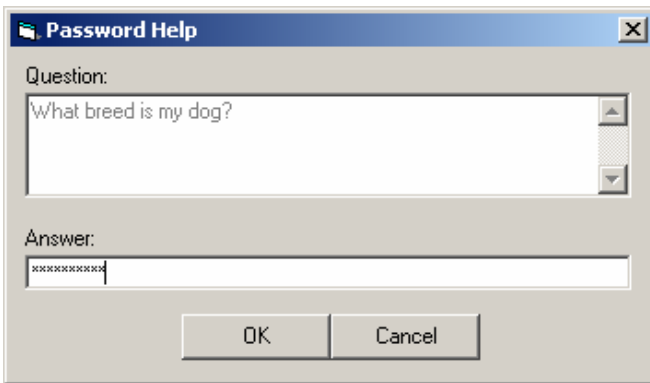


Illustration 2.3

2.4 The Change Password screen as shown in Illustration 1.3 appears so that you may reset your password.

Note: Your new password must be different than your current and previous two passwords.

2.5 If your new password is not different than your old one or the two prior to it, you will be prompted to enter a password once again.

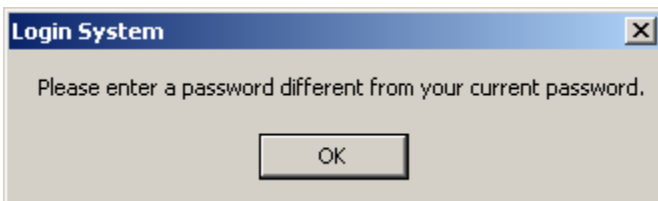


Illustration 2.5

SACS LOGIN PROCEDURES PASSWORD SECURITY

SEMI-ANNUAL RESET

- 3.1 Based on Industry Standards and the State Controller's Recommendation, you will be prompted to reset your password twice yearly. You will be notified of your password's expiration with the *Change Password* screen shown in Illustration 3.1.

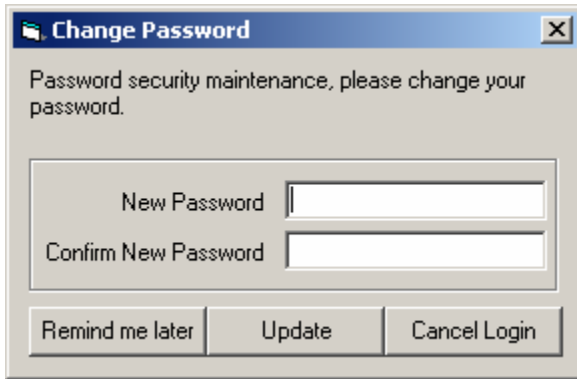


Illustration 3.1

- 3.2 You may change your password immediately, or if you wish to bypass the password change at this time you may do so by clicking the **Remind me later** button. This will accept the password you entered (as long as it was your valid password) and log you onto SACS.

*Note: The **Remind me later** button is only usable five times; the sixth time you will be required to change the password or you will not be able to log in. See Illustration 3.2*

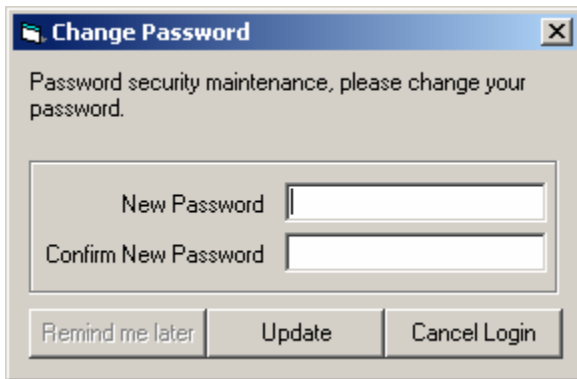


Illustration 3.2

On the sixth login attempt the **Remind me later** button is disabled, and you must change your password.