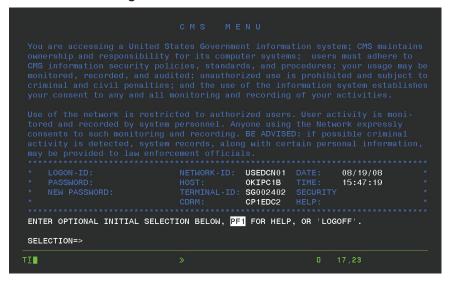# INITIAL FISS/DDE SYSTEM
LOGON AND PASSWORD CHANGE

JOB AID

Once you have successfully connected to ACPFA052 OKIPC1B, you will see the following screen:

```
                    C M S    M E N U
You are accessing a United States Government information system; CMS maintains
ownership and responsibility for its computer systems;  users must adhere to
CMS information security policies, standards, and procedures; your usage may be
monitored, recorded, and audited; unauthorized use is prohibited and subject to
criminal and civil penalties; and the use of the information system establishes
your consent to any and all monitoring and recording of your activities.

Use of the network is restricted to authorized users. User activity is moni-
tored and recorded by system personnel. Anyone using the Network expressly
consents to such monitoring and recording. BE ADVISED: if possible criminal
activity is detected, system records, along with certain personal information,
may be provided to law enforcement officials.
********************************************************************************
*   LOGON-ID:            NETWORK-ID:  USEDCN01  DATE:    08/19/08     *
*   PASSWORD:            HOST:        OKIPC1B   TIME:    15:47:19     *
*   NEW PASSWORD:        TERMINAL-ID: SG002402  SECURITY             *
*                        CDRM:        CP1EDC2   HELP:                 *
********************************************************************************
ENTER OPTIONAL INITIAL SELECTION BELOW, PF1 FOR HELP, OR 'LOGOFF'.

  SELECTION=>

TI█                         »                    0   17,23
```

1. Key the new RACF logon-id in the LOGON-ID: field that was provided to you by Electronic Data Interchange (EDI) Customer Support.

2. Tab to the "Password" field and key the password provided by EDI Customer Support.

3. Press <enter>.

4. **Note:** You will receive the message "Your Password has expired. Please enter a new one.

5. The first time you logon and each time the password expires, the system will prompt you to enter a new password. This new password will need to be entered twice (once for verification) before being allowed access to the system. Your password will expire every 30 days and you must make at least 12 password changes before you can repeat a previously used password. Please refer to the Password Rules section of this menu by selecting F1 on the CMS Menu when creating a new password. See additional Password notes at the end of this document

6. The cursor should now be in the "New Password:" field. Key your new password and press <enter>.The system will prompt you to enter the password again. Key the password again and press <enter>.

Password Requirements

- On first use of their temporary password, providers will be prompted to enter a new (unique) password and then confirm it before being allowed to access the system.

- **Note:** Providers can only reset a password using this process once in a 24-hour period.

Passwords must meet the following requirements:

- Passwords expire after 30 days. Providers will be required to enter a new valid password.

- The password length must be eight characters and include at least one of the following special characters: @, # or $.

- Passwords must start with a letter and have at least one number and one letter.

- Please note that passwords are case-sensitive.

- Providers should choose passwords that are easy to remember but hard for others to guess. One of the easiest ways to choose a password is to use the first letters of a phrase that can easily be remembered. For example, "I like to go to the dollar theater" could translate to "IL2GTT$T."

- Reset passwords cannot be the same as any of the previous 12 passwords.

- RACF IDs are revoked after three consecutive unsuccessful password attempts.

- Inactive RACF IDs will automatically revoke after 30 days.

- After 90 days of inactivity, the RACF ID will be permanently deleted.