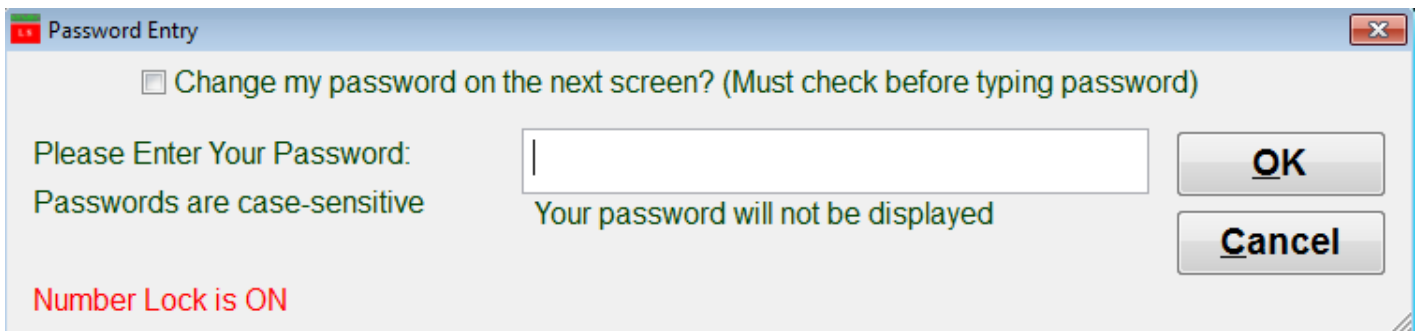


Password Requirements July 2019.

New password requirements in all NEMRC modules will take effect on July 1st. Warning messages have been displayed for the last few months regarding weak passwords. As of July 1st this warning message will no longer allow you to continue without changing your password to meet the minimum password requirements. Below are the directions on how to change your password in any NEMRC module if your current password does not meet minimum requirements and you are unable to proceed.

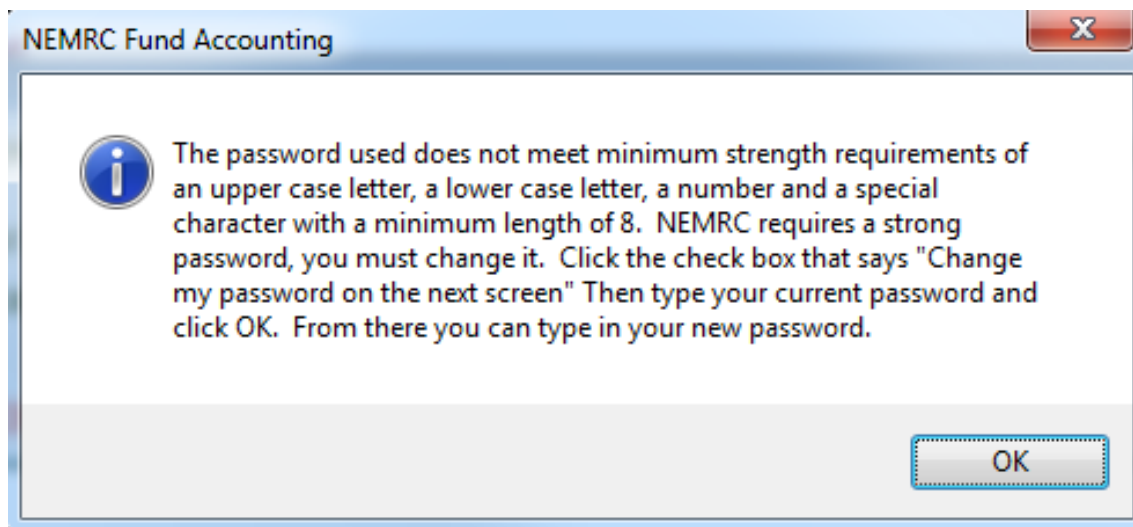
Input your current password in the **Password Entry** screen.



The screenshot shows a 'Password Entry' dialog box with a title bar containing a red close button. Inside the dialog, there is a checkbox labeled 'Change my password on the next screen? (Must check before typing password)'. Below this, the text 'Please Enter Your Password:' is followed by an empty text input field. To the right of the input field are 'OK' and 'Cancel' buttons. Below the input field, it says 'Your password will not be displayed'. On the left side, it says 'Passwords are case-sensitive' and 'Number Lock is ON' in red text.

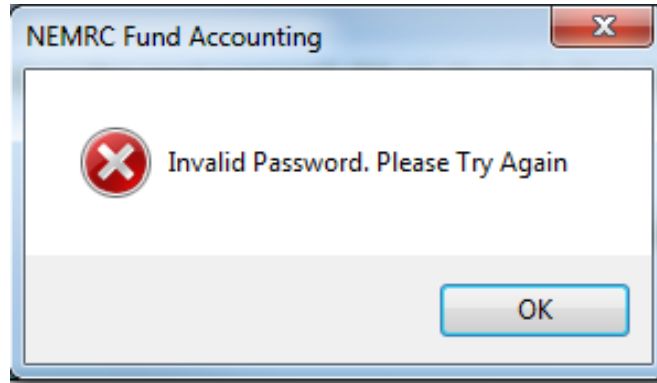
If you receive the message below your current password does not meet minimum requirements.

If you do not receive this message your password does meet the minimum requirements and you should be allowed into the module and you do not need to continue with this document.

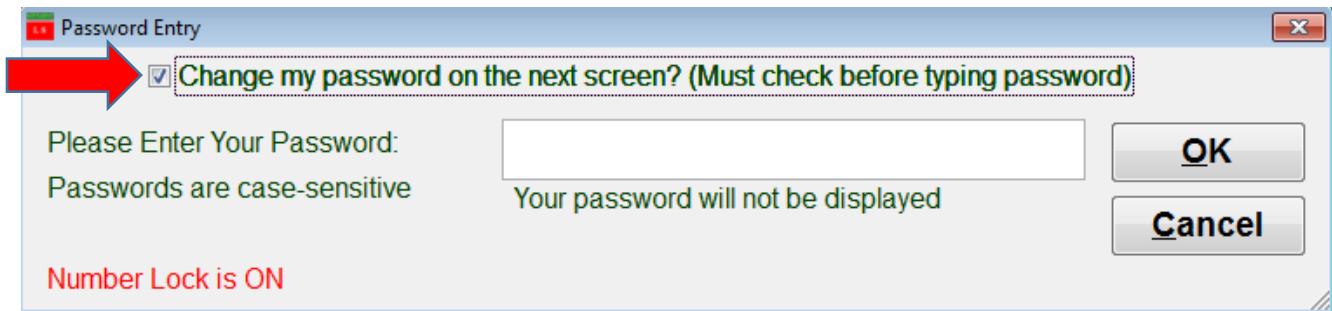


The screenshot shows an information dialog box titled 'NEMRC Fund Accounting'. It contains an information icon (a lowercase 'i' in a blue circle) and the following text: 'The password used does not meet minimum strength requirements of an upper case letter, a lower case letter, a number and a special character with a minimum length of 8. NEMRC requires a strong password, you must change it. Click the check box that says "Change my password on the next screen" Then type your current password and click OK. From there you can type in your new password.' At the bottom right of the dialog is an 'OK' button.

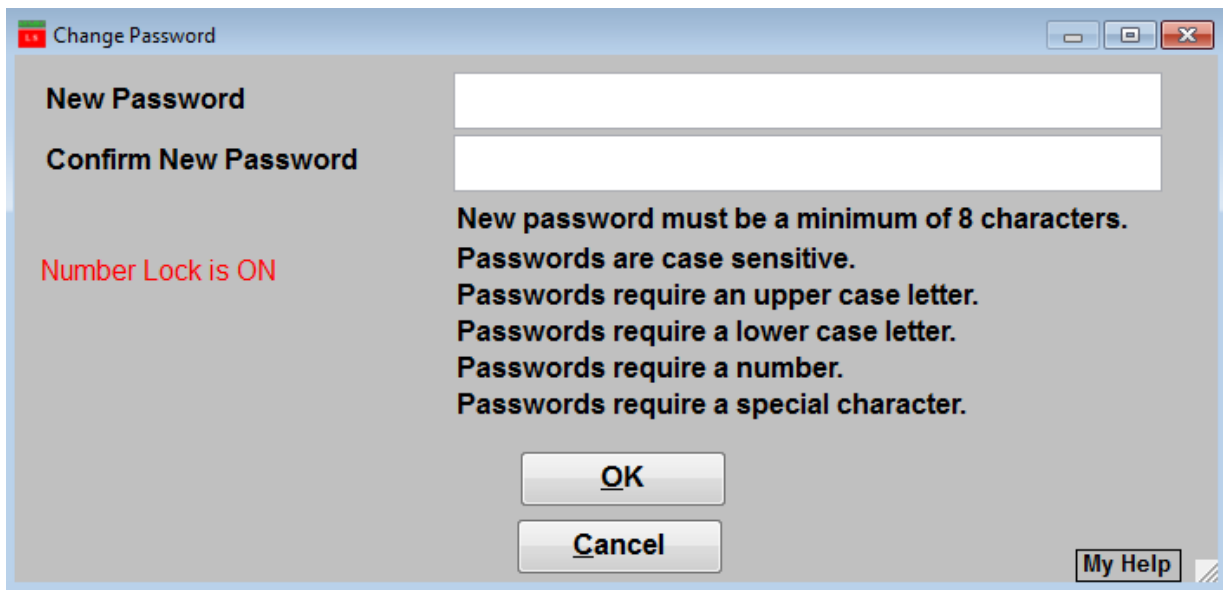
If your password no longer meets the minimum requirements you will receive this message.



Once you return to the **Password Entry** screen check off the **Change my password on the next screen?** Check box. You must then input your password that you that you plan to replace.



This will bring you to the **Change Password** screen. Create your new password ensuring it meets the criteria listed.



Once this process is complete the new password will replace your previous password.