

HCSIS Bit: Changing Passwords

ATTENTION HCSIS USERS

The first time you log into HCSIS beginning on Thursday morning, August 5, 2004, you will be asked to change your password. After entering your User ID and current password, the following will be displayed:

Password	
User ID:	<input type="text"/>
Old Password:	<input type="text"/>
New Password:	<input type="text"/>
Confirm Password:	<input type="text"/>
<input type="button" value="Submit Query"/>	

Complete the screen using the following guidelines for your new password:

- Passwords must be between 7 and 14 characters in length
- Passwords must contain at least 1 numeric character (e.g. 3) and 1 uppercase character (e.g. H) or special character (e.g. #)
- Passwords cannot contain the space character
- For example: Password#1

If you have problems or questions, please call the Help Desk at 1-866-444-1264 for assistance.

PCPA Info

Title of Info

Date
