

**DATE:** April 3, 2015 (Revised April 8, 2015. The accent mark [ ` ] was removed from the list of allowable special characters.)

**SUBJ:** Change to Password Requirements Effective 4/6/2015

In preparation for the SEMA4 9.2 upgrade, a change to Self Service password requirements is effective Monday, April 6, 2015.

The semi colon ( ; ) will *no longer* be allowed. This change will affect users of Self Service and other systems that use the 8-digit employee ID, such as SWIFT.

The password requirements effective 4/6/2015 are:

- Must be a minimum of 8 characters – but it can be more.
- Must include at least one number.
- Must include at least one of the following special characters ! @ # \$ % ^ & \* ( ) - \_ = + \ | ] } [ { : / ? . > < , `
- Continues to be case sensitive.
- Cannot be reused for at least 6 password cycles. The system keeps track of your previous six passwords and prevents you from reusing them.
- Expires after 60 days.

Also, please change your Self Service password hint question from the default question “What is your social security number (numbers only)?” to a personal question and answer.

To change your password hint:

1. In Self Service click My Profile . This opens the General Profile Information page.
2. Click [Change or set up forgotten password hint](#).
3. In the Question field, highlight the existing question and type a different question, up to 50 characters.
4. In the Response field, highlight the existing answer and enter the correct answer to the question, up to 30 characters. The answer is not case-sensitive.
5. Click OK. Unless you receive an error message, your change has been saved.