Office Memorandum

Date: June 10, 2015

To: Agency Payroll, HR, and Accounting Staff

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Subject: Changes to Password Requirements Effective 6/11/2015 for SEMA4 and DocumentDirect Users

Background

- On Thursday, June 11, 2015, MN.IT staff will be enhancing the mainframe password requirements as a result of recent federal audit findings.
- The additional password requirements will take effect the next time a password is to be changed.

What is changing?

The two password rules that will change are:

- Passwords cannot contain two of the same character in a row. (For example, r@bbit35 or ro$se233 will no longer be accepted)
- Passwords cannot be reused for at least 24 password cycles. (Previously, passwords could not be reused for at least 6 password cycles.)

Who is affected?

- SEMA4 and Document Direct users will be affected the next time they change their password.
- This does not impact Self Service users.

What are the password requirements?

The password requirements effective 6/11/2015 are:

- Passwords must be exactly eight (8) characters long
- Passwords must contain at least 1 alpha character
- Passwords must contain at least 1 numeric character
- Passwords must contain at least 1 of the following special characters: *** \$: = - ! . % ? @ # _ &**
- Passwords cannot contain two of the same character in a row   (ex: r@bbit35 or ro$se233 would not be accepted)
- Passwords cannot be reused for at least 24 password cycles
- Passwords must be retained for a minimum of 5 days
- Passwords must be changed every 30 days

What if I have questions?

If you have questions, please contact your local Helpdesk.