Changing Passwords

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Table of Contents

Changing Passwords

Logon access to Core-CT eProfile is not integrated to employee primary IT access information. The password for Core-CT eProfile can only be used to access Core-CT. Core-CT requires that all users follow the OSC Password Policies and Controls primary guidelines listed below. A full list can be found here. (http://www.core-ct.state.ct.us/support/password.htm)
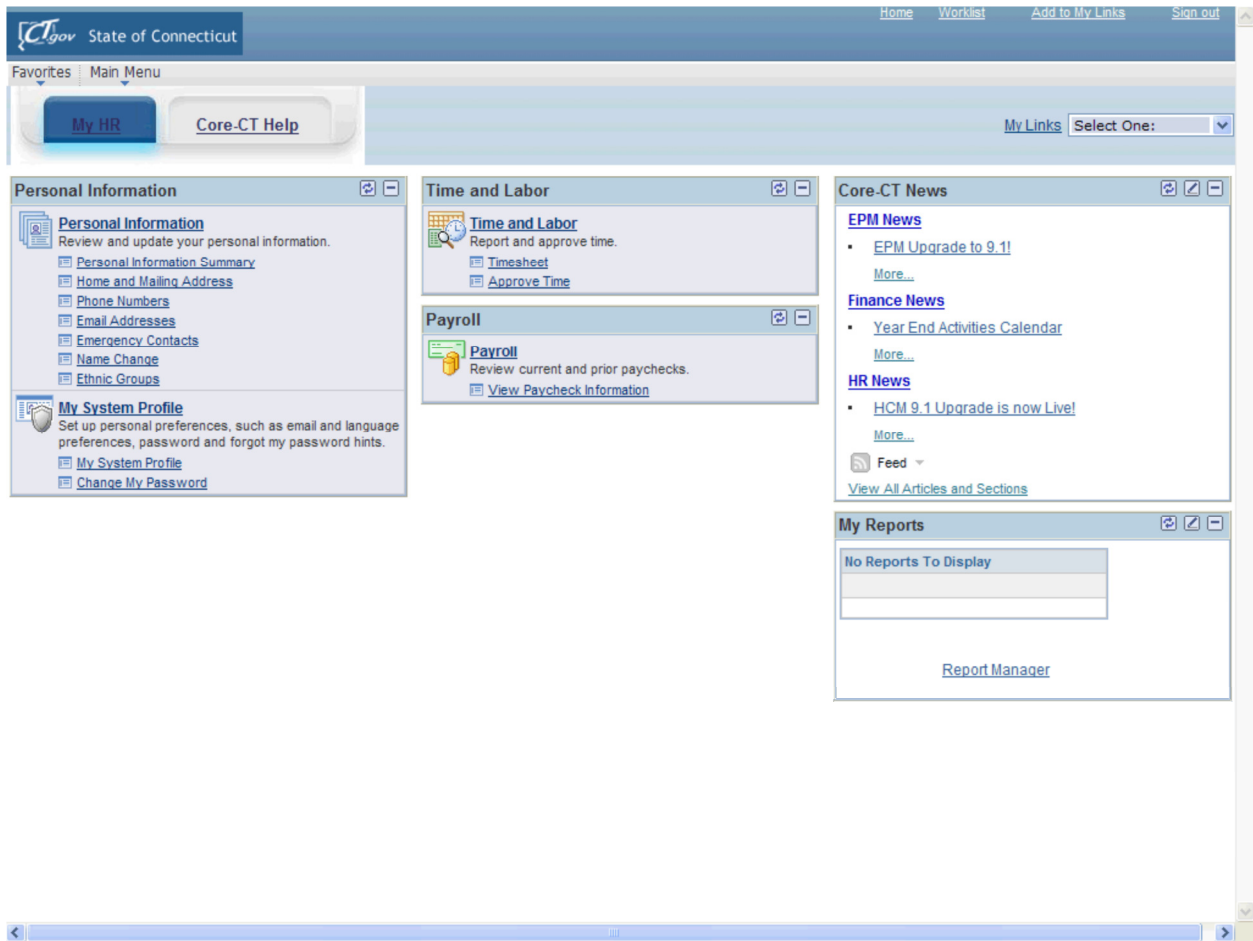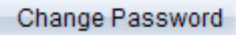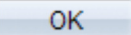
·   All passwords expire in ninety (90) days.
·   Users will be warned for fifteen (15) days prior to the password expiration.
·   Five (5) logon attempts are allowed before the account is locked out.
·   The password cannot match the User ID.
·   The password must be at least eight (8) characters in length, three (3) of which must be digits.
·   Six (6) passwords are retained in the system; the last 6 passwords cannot be re-used.
·   Both alphabetic and numerical characters are allowed.
·   Passwords should be obscure rather than obvious; passwords should not match your User ID.

Procedure

My HR > My System Profile > Change My Password

My HR > My System Profile > My System Profile

Step	Action
1.	Click the **Change My Password** link.
2.	Enter **12345678** into the **Current Password** field.
3.	Enter **Password123** into the **New Password** field.
4.	Enter **Password123** into the **Confirm Password** field.
5.	Click the **Change Password** button.
6.	Click the **OK** button.
7.	**End of Procedure.**