



PASSWORD Controls

PeopleSoft HCM 8.9

Effective April 2006, the HSBPRD application was upgraded to HCM version 8.9. Password controls have been installed to secure the environment. Please note the changes below:

- All passwords will be set to warn mode when you first receive your User ID. You must change your password within this time limit or you will be locked out.
- You will be logged off the application after 15 minutes of inactivity
- The Operator ID will always be your EMPL ID number.
- Password is case sensitive.
- Password must be at least 8 characters, two of which must be numeric.
- You must change your password every 90 days.
- You will be warned 10 days prior to that date when your password needs to be changed.
- After three failed attempts, your account will be locked out. You must contact the IRT Support Center, ext. 77677, to reset your password.
- Your password can not be the same as your User ID

Example: Asterisks will show when you type in the password. The example below is shown just as an example of an 8 character password with two numerics. You are allowed to use special characters also.

Operator ID: LFROST
Password: Xjjk2er9

Or

Operator ID: LFROST
Password: qwerty19

If you experience any difficulties, please contact the IRT Support Help Desk at ext. 77677.