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.