Effective December 20, 2004, the Finance v7.5 application was upgraded to version 8.4 and is now accessible on the web. 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 FIN v8.4 application after 20 minutes of inactivity (see screens below for examples of what will occur on your workstation).
- The Operator ID will always be upper case.
- 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, X7677, 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 do not access a page within the 20 minute time period, you may see the page below when you attempt to access the application again.

This is another possible page you may receive if connection to the application server is lost.

Updated 7/6/04