Password controls are necessary to secure the HCM environment.

- All passwords will be set to warn mode when you first receive your User ID. You must change your password within the notified time limit to prevent your account from being 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.
- A warning 10 days prior to the day that your password needs to be changed will be sent.
- After three failed attempts to login, your account will be locked out; 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 as an example of an 8-character password with two numerics (special characters are accepted).

  Coyote ID:    003199569
  Password:    Xjjk2er9

Or

  Coyote ID:    003199569
  Password:    qwerty19

If you have trouble, please contact the IRT Support Help Desk at ext. 77677.