SECTION 2:   AKSAS SECURITY & AUTHORITIES
Password Maintenance

INTRODUCTION

Password Maintenance provides a general overview to and procedures for maintaining passwords for CICS Logon IDs and for AKSAS RD codes. Passwords provide security protection ensuring only authorized users have access to the State of Alaska Computer Network and AKSAS.

CICS Logon ID and AKSAS RD code passwords are seven to eight, and five to ten character (respectively) user-defined words used in combination with the CICS Logon ID and AKSAS sign-on RD code to gain admittance to the State of Alaska Computer Network and AKSAS. All users are responsible for actions performed under their assigned CICS Logon ID and AKSAS RD codes. Passwords should not be shared with others and must be changed every 45 days. Easily guessed passwords, such as the user's first and/or last names, names of children, spouse, pets, etc., or combinations of the year, month and/or day should not be used.

CICS Logon ID Password

The Information Technology Group (ITG) assigns new CICS Logon IDs with the standard password ANEWPASS@ and the current date as the expiration date. The password ANEWPASS@ must be changed to a user-specific password the first time the user signs on to the State of Alaska Computer Network. Once changed, the CICS password expires every 45 days. Warning messages notifying the user a password is about to expire are displayed on the user's personalized State of Alaska Computer Network Menu screen prior to the actual expiration date. CICS passwords must be at least seven, but not greater than eight, characters. If a CICS Logon password is forgotten, contact the ITG Help Desk for assistance.

AKSAS Sign On Password

"Happy" is assigned as the initial password for new RD codes and as the reset password for existing RD codes. The password is entered on the SMF Password Maintenance Table (SPM) by the Division of Finance with the current date as the expiration date. The password must be changed to a personalized password the first time a user signs on to AKSAS. Once changed, a user's RD code password expires every 45 days. Warning messages notifying the user a password is about to expire are displayed on the AKSAS Sign On screen for seven days prior to the actual expiration date. An AKSAS password must be a least five, but not more than ten, characters. If an AKSAS password is forgotten, users should notify their Agency Security Contact. The Agency Security Contact will request the Division of Finance to reset the password.

PROCEDURES

I. **Change a CICS Logon ID password.**

   A. At the State of Alaska Computer Network TN3270 Menu screen, enter data in the following fields:

   1. **ID:** - Enter your CICS Logon ID.

   2. **PASSWORD:** - Enter your current password. If you are signing on to a new CICS account for the first time, enter the CICS password (**NEWPASS**) assigned by the Information Technology Group (ITG).

   3. **NEW PASSWORD:** - Enter a new seven- or eight-character password.

4. **VERIFY:** - Enter the new password again and press <Enter>. Your personalized State of Alaska Computer Network Menu displays with the message PASSWORD SUCCESSFULLY ALTERED.

   NOTE: If different passwords are entered in the NEW PASSWORD and VERIFY fields, the message NEW PASSWORD AND VERIFY VALUES DO NOT MATCH displays. Reenter your new password again in both fields and press <Enter>.

5. If you receive a message that your password has expired, you may still sign on and change your password. Complete Steps I.A.1-4, entering your old password in the PASSWORD field.

II. **Change an AKSAS RD code password.**

AKSAS RD code passwords that have not expired are changed through the SP - User Password Maintenance function available on the AKSAS Main Menu. Expired passwords are changed on the AKSAS Sign On screen.

A. Change a password before it expires:

1. Sign on to AKSAS. At the AKSAS Main Menu, enter **SP** (User Password Maintenance) in the **SELECTION** field. Press <Enter> to display the SP: User Password Maintenance screen. Enter password information as follows:

   a. **CURRENT PASSWORD** - Enter your current password.

   b. **NEW PASSWORD** - Enter a new password of at least five, but not more than ten, characters and press <Enter>.

   c. Error message 8120 - PLEASE REENTER NEW PASSWORD TO VERIFY CHANGE displays at the top of the screen. The cursor will be in the **NEW PASSWORD** field. Enter your new password again and press <Enter>.

   d. The message PASSWORD SUCCESSFULLY UPDATED displays at the top of the screen. Press <Enter> or <PF1> to return to the AKSAS Main Menu.

B. **Change an expired password:** Once a password has expired, you can no longer access SP - User Password Maintenance to change your password. The password must be changed on the AKSAS Sign On screen.

1. When a password has expired, the message PASSWORD EXPIRED ENTER NEW PASSWORD NOW displays at the top of the AKSAS Sign On screen when you try to sign on. The cursor defaults to the PASSWORD field. Enter a new password as follows:

   a. In the **PASSWORD** field, enter your new password and press <Enter>.

   b. The message PLEASE REENTER NEW PASSWORD TO VERIFY CHANGE displays at the top of the screen. The cursor defaults to the PASSWORD field. Enter your new password again in the **PASSWORD** field and press <Enter>.

   c. The AKSAS Main Menu screen displays with the message PASSWORD SUCCESSFULLY UPDATED at the top of the screen.

SP: User Password Maintenance Screen

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 SP:  USER PASSWORD MAINTENANCE



            CURRENT PASSWORD==>

              NEW PASSWORD==>            (Must Be 5 to 10 Characters)








 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
 UPDAT QUIT                                      PFKYS              HELP
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SCREEN ACCESS

Use the SP: User Password Maintenance screen to change an AKSAS RD code password before the password expiration date.

1. At the AKSAS Main Menu, enter **SP** (User Password Maintenance) in the **SELECTION** field. Press <Enter> to display the SP: User Password Maintenance screen.

SP: User Password Maintenance Field Entry Table		
Field Name	**Field Value**	**Comments**
CURRENT PASSWORD	REQUIRED Enter your current password.	For security reasons, no characters display when the current password is entered.
NEW PASSWORD	REQUIRED Enter your new password. Must be at least five characters but not more than ten. The NEW PASSWORD is entered twice. Enter it once and press <Enter>. Then enter the new password again to verify the password change.	For security reasons, no characters display when the new password is entered.