Update Your Personal Password

Process

[IRMS EXTERNAL ACCESS SECURITY](#)

Effective Date

07/05/2006

Purpose

The Update Your Personal Password task provides specific instructions for updating an External Representative's personal password. The External Representative is required to change that password by entering a new password when they initially log in to IRMS.

In addition to updating the password on the initial log in, IRMS allows the Representative to change their password when the wrong password is used to avoid lockouts and forces the password to be changed periodically. The Special Notes and Procedures will assist you in manually updating your password in IRMS.

Special Notes

- You should make every attempt to prevent being locked out of the system. Once you have used the wrong password, change your password to avoid numerous wrong attempts that may result in being locked out.
- The External Representative's password must be alphanumeric, 8 to 16 characters, and must be changed every 60 days. At least one character must be numeric. You will receive a prompt to notify you when your password has expired.

Procedure

Responsibility
External Representative

Steps
1. If you are accessing IRMS for the first time,
   A. Review your User Identification and Password Assignment Letter.
   B. Identify the User ID and Password assigned to you.
   C. Log-in to IRMS.
      NOTE: The Log-in Window appears.
      1. Enter your User ID from your letter.
      2. Enter the Password from your letter.
      3. Determine your new password.
         NOTE: This should be something you can easily remember but others cannot guess. Your new password must be at least 8 alphanumeric characters, but no more than 16. At least one character must be numeric.

4. Enter your **new** password.
5. Re-enter the **new** password for confirmation.
6. Save the new password by selecting ENTER.
7. Go to Step 3.
2. If you are not accessing IRMS for the first time, and are updating your password,
   A. Select the IRMS Application.
      NOTE: The Log-in window appears.
   B. Enter your User ID.
   C. Enter your **current** Password.
   D. Determine your **new** password.
      NOTE: This should be something you can easily remember but others cannot guess. Your new password must be at least 8 alphanumeric characters, but no more than 16. At least one character must be numeric.
   E. Click on the Change Password button.
   F. Enter your **new** password.
   G. Re-enter the **new** password for confirmation.
   H. Save the new password by selecting ENTER.
3. Exit the application or continue work in IRMS.

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