SIROMS

Password Requirements Guidelines

In order to meet state password policy requirements, your password at minimum:

- Must be at least 12 characters
- Must contain <u>at least one character</u> from each of the following four categories:
  - Uppercase characters (A through Z);
  - Lowercase characters (a through z);
  - Base 10 digits (0 through 9); and
  - Special characters (for example: !, $, #, >, %).
- Must be a unique password (not used previously)
- Cannot contain the user's account name or parts of the user's full name that exceed two characters. <u>Note:</u> this includes the space between your first name and last name. Please see the examples below:

Username	User's Name	Invalid Segments
Jsmith	John Smith	'JSM', 'SMI', 'MIT', 'ITH', 'JOH', 'OHN', 'HN ','N S'

If you require further assistance, please contact SIROMS Helpdesk at Helpdesk@siroms.com.