Password Changes

In early June, changes to the login process will be installed:

**Password requirements will be stricter.**

1. Passwords must be 8 characters in length
2. Passwords will be case sensitive.
3. Passwords must include at least one number, one letter and one character (for example: stamPer!!987)

**Users will be required set up challenge questions** These questions will allow them to reset their password in the future. **NOTE:** On the date the change is installed – existing users will be re-directed to the screen below to set up their challenge questions. You will not be able to log in until you have entered challenge questions. In the future, all new users will be redirected to this screen during their first login.

![Challenge Questions](image)

After you click “Update Challenge Questions,” you’ll be taken to the main login screen.

**RESETTING FORGOTTEN / EXPIRED PASSWORDS**

1. Now that you have challenge questions set up, you’ll be able to reset your password should you forget your password or get locked out of the system. The main login screen will have a “Forgot/Reset Password” link.

![Login Form](image)

2. Click on Forgot/Reset password. You’ll be taken to the following screen:
3. After you enter your UserID, your challenge questions will appear. Type in your responses and click “Submit Answers”

Note: Enter the answers to your challenge questions below.

Question 1: Where did I go for my honeymoon

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Question 2: My mother's middle name is

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Submit Answers

4. When you submit the correct answers, you’ll be taken to the main UserID permissions screen, where you will set a new password for yourself. After you press Reset Password, you’ll be taken to the Synthesis main page.