



User Names and Password Guidelines

User name: Type in your user name ex: *firstname.lastname*

Password : Password1 (only the first time)

Password Guidelines:

Passwords **MUST** follow these guidelines. Passwords are case-sensitive.

1. Minimum of 8 characters.
2. Cannot contain any part of your User Name.
3. Must contain a capital letter, a number, and a lowercase letter.

If your password doesn't meet these requirements it will not be accepted and you will need to re-enter the original password and try a new password.