

# DESKTOP (3270) SIS PASSWORDS

## PASSWORD POLICY

**Your default password is “pre-expired”.** It must be changed before you can access SIS. The best passwords are a combination of alpha characters and numbers. Seven characters are required. No more than eight characters may be used.

Passwords expire every 120 days (four months). Beginning five days before your password expires; each time you login you will receive a reminder to change your password. The messages will continue until you change your password. After five notifications, you will be forced to change your password.

Users may change passwords at will. If you forget your password, fax a request to reset your password to 405-744-4834. Include your full legal name, your employee ID, and signature. Alternatively, take a photo ID to SIS Production/IRIM, 304 PIO Building to have your password reset.

Password Change

Old Password:

New Password:

Verify Password:

To RETURN to the application without changing the password,  
ENTER any character here: \_

Sign Off: \_\_

- Key PWC into any screen prompt. <Enter> to display the screen shown above.
- Key your old password at the “old password” prompt. <Tab> if necessary to move to the next prompt.
- Key your new password at the “new password” prompt. <Tab> if necessary to move to the next field.
- Re-key your new password at the “verify password” prompt. <Enter> to complete the change and return to the previous screen you were viewing.
- ❖ TIP: It’s possible to exit this screen without changing your password by placing any character in the prompt at the bottom of the screen. <Enter> to return to the previously displayed screen. This can be confusing if you accidentally type a character in this field.

# PASSWORD EXPIRATION MESSAGES

## Password Expiration Warning Message

W-Z0262 - YOUR PASSWORD WILL EXPIRE IN 3 DAY(S) ON 02-27-04  
OSU SIS MENU

Screen: \_\_\_ SID: \_\_\_\_\_ Course: \_\_\_\_\_ Term: \_\_\_ Printer Code: \_\_\_

SHARED COMPONENTS	ADMISSIONS	TRANSFER INFORMATION
3 All Addresses	220 Academic Pgm Profile	35 Institution Index
7 Biographic/Demographic	212 Degrees Awarded	140 TRF Equivalent
10 Student Email Address	209 High School History	142 TRF Credit Artic.
15 Next-of-Kin Addresses	231 High School Grades	143 TRF Credit Awarded
48 SIS Holds and Comments	221 Test Score Display	144 TRF Credit Summary
	211 College History	
STUDENT RECORDS	2U6 Undergrad Appl.	BILLING/RECEIVABLES
110 Academic Program	206 Admission Decision	409 Account Snapshot
118 Academic Statistics	2G4 Grad Commun. Flags	4E7 Estimated Tuition
136 Transcript Display	2G6 Grad Appl. Info	412 Subcode Display
111 Student Term Data	2F6 International Appl.	415 Account Summary
1E1 Enrollment History		
ADV Advisor Information	COURSE INFORMATION	SIS MENUS/SCREENS
RG1 Reg/Drop/Add	107 Class List	101 Student Record Menu
RG2 Call No. Reg/Drop/Add	125 Course Inventory	201 Admissions Menu
139 Registration Audit	128 Course Inv. Scan	CAL Term Calendar
109 Student Schedule	129 Course Sections	134 Acad Programs
120 Graphic Student Sched	105 Course Section Scan	

This warning message will appear five days before your password expires. If you do not change your password, it will appear the next time you login. Multiple logins on a single day do not change the number of days before the password will expire; but you will receive the message every time you login that day.

If you do not change your password when you first receive the warning message, it will be repeated the next day that you logon, and the remaining days will be reduced to four. This will continue until you have used the five grace days.

After five grace days, you will be required to change your password the next time you login. SIS will go directly to the password change screen.

## CHANGE YOUR PASSWORD

- Go to screen PWC.
- Type your existing password. <Tab> if necessary to go to next field.
- Type a new password. <Tab> if necessary to go to next field.
- Retype your new password. <Enter>.

Password Change

Old Password: \_\_\_\_\_

New Password: \_\_\_\_\_

Verify Password: \_\_\_\_\_

To RETURN to the application without changing the password,  
ENTER any character here: \_

Sign Off: \_\_\_\_\_

*Type your old password here.*

*Type your new password.*

*Retype your new password here.*

*Don't type anything hear unless you need to "start over".*

*Type "SO" here if you want to logout. Then <Enter>.*

The diagram shows a terminal window titled "Password Change" with four input fields: "Old Password:", "New Password:", "Verify Password:", and "Sign Off:". Below the "Sign Off:" field is a "Don't type anything hear unless you need to 'start over'." message. Callout boxes with arrows point to each field, providing instructions: "Type your old password here." for the Old Password field, "Type your new password." for the New Password field, "Retype your new password here." for the Verify Password field, and "Type 'SO' here if you want to logout. Then <Enter>." for the Sign Off field.

- Passwords must be at least seven characters. They may be no more than eight.
- If your password contains eight characters, the cursor is automatically moved to the next field when you type the eighth character. *Warning: This may automatically place your cursor in the field reserved for "do not change my password right now".*
- Passwords containing seven characters require you to <tab> to move the cursor to the next field.
- <Enter> may be used to move the cursor to the next field, but it generates an error message.
- You must retype your password a second time to verify it.
- When you have correctly typed and verified a new password, then press enter, SIS will display the OSU main menu, or whatever screen you were using when you began the password change process.

## PASSWORD CHANGE ERROR MESSAGES

*This message indicates that you tried to exit the password change screen without doing a required password change.*



```
R-Z0264 - YOUR PASSWORD HAS EXPIRED; IT MUST BE CHANGED!  
Password Change
```

```
Old Password:          <--- input required  
New Password:          <--- input required  
Verify Password:      <--- input required
```

```
To RETURN to the application without changing the password,  
ENTER any character here: _
```

```
Sign Off: __
```

*The user tried to use the same password, or one that had been recently used.*



```
R-Z0260 - NEW PASSWORD IS INVALID  
Password Change
```

```
Old Password:  
New Password:          <--- input required  
Verify Password:      <--- input required
```

```
To RETURN to the application without changing the password,  
ENTER any character here: _
```

```
Sign Off: __
```

*This password was less than the required number of characters.*



R-Z0268 - PASSWORD MUST BE AS LEAST 7 CHARACTERS LONG TO BE ACCEPTED  
Password Change

```
Old Password:
New Password:      <--- input required
Verify Password:  <--- input required
```

To RETURN to the application without changing the password,  
ENTER any character here: \_

Sign Off: \_\_

*The password contained an invalid SPACE character (e.g. 123·mine).*



R-Z0069 - ERRORS FOUND IN EDITING - PLEASE CORRECT  
Password Change

```
Old Password:
New Password:      <--- input required
Verify Password:  <--- input required
```

To RETURN to the application without changing the password,  
ENTER any character here: \_

Sign Off: \_\_