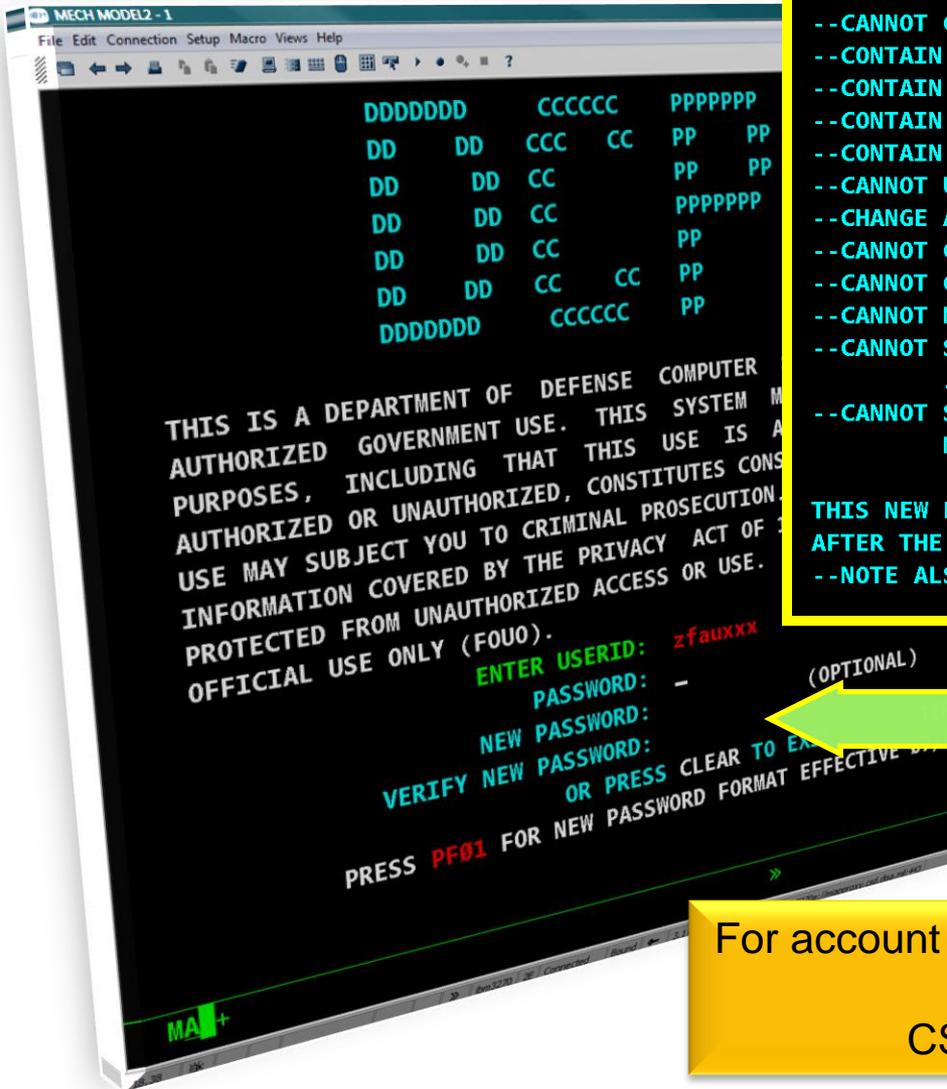


# DCPS PASSWORD SETUP



- CONTAIN EXACTLY 8 CHARACTERS IN LENGTH
  - CANNOT CONTAIN CONSECUTIVE REPEAT CHARACTERS [E.G., PP, 11, !!]
  - CONTAIN AT LEAST 1 UPPER CASE ALPHA [E.G., A-Z]
  - CONTAIN AT LEAST 1 LOWER CASE ALPHA
  - CONTAIN AT LEAST 1 NUMERIC [E.G., 1234567890]
  - CONTAIN AT LEAST 1 SPECIAL CHARACTER [I.E., !@#\$\$%&\*?=-.:~]
  - CANNOT USE ^ ("CARET" OR SHIFT-6) SPECIAL CHARACTER
  - CHANGE AT LEAST 4 CHARACTERS FROM PREVIOUS PASSWORD
  - CANNOT CONTAIN 4 CONSECUTIVE CHARACTERS OF THE USER'S NAME
  - CANNOT CONTAIN LOGON ID
  - CANNOT MATCH LAST 10 PASSWORDS
  - CANNOT START WITH MONTH ABBREVIATIONS [I.E., JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV, DEC]
  - CANNOT START WITH: ASDF, BASIC, CADAM, DEMO, FOCUS, GAME, IBM, LOG, NET, NEW, ROS, SIGN, SYS, TEST, TSO, VALID, VTAM, 1234
- THIS NEW FORMAT WILL BE ENFORCED THE FIRST TIME YOU CHANGE YOUR PASSWORD AFTER THE EFFECTIVE DATE.
- NOTE ALSO: ONLY ONE SIGN-ON IS ALLOWED PER USER-ID.

Enter your USERID and temporary password, **press tab key**, enter your new password twice and then press enter key.

For account reset please call DFAS customer service at 1-888-332-7366 option #3  
CSR's can not reset your password