

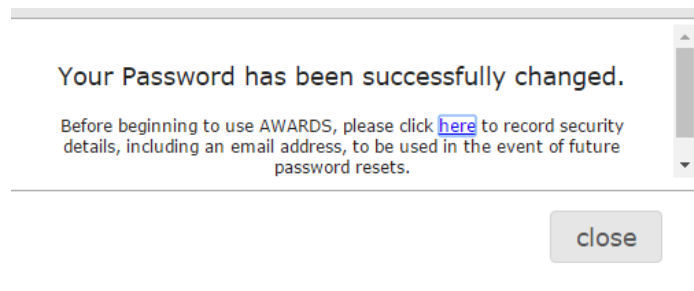
Password Reset Functionality

AWARDS contains Password Reset functionality that enables you to quickly and easily regain access to the system if you forget your username and/or password.

As an AWARDS user you need to complete a few quick data entry steps to make sure you can take advantage of this helpful tool.

Upon logging in to AWARDS for the first time with your username and default password (cares1234) follow the prompts to change your password.

1. After successfully changing your password follow the prompt to record your security details



You do not need to enter any password information at this time.

2. Select a Security Question from the selection menu
3. Type in your answer to this question in the Security Question field
4. Enter (supervisor discretion) your work or personal email in the corresponding fields
5. Click update

Password & Security Details for Kell Trainer
New and Confirm Password are not required when adding or updating Security Question and Answer

New Password <input type="password"/>	Confirm Password <input type="password"/>
* Security Question When you were a child, what did you want to be when you grew up? ▼ What is the last name of your favorite childhood friend? In what city was your first (or favorite) job? What are the last five digits of your driver's license number? When you were a child, what did you want to be when you grew up? Who was your childhood hero (real or fictional)? Where did you meet your spouse?	* Security Answer <input type="text"/> Personal Email <input type="text"/>

Additional Password Policy Rules

- Require password change on first login.
- Require password change following admin password reset.
- User must change password at least every 90 days.
- Warn user for 10 days before password expiration.
- Allow an initial implementation grace period of 5 days before password expiration.
- User may change password at most 5 times per day.
- New password must be different than previous 1 passwords.
- Lockout user after 10 failed attempts for 10 minutes.

Additional Email Functionality Rules

- Username and Password reminder emails can be sent to Work or Personal email address.
- External notification emails can be sent to Work or Personal Email address.

From now on you will be able to use the handy "forgot" links on the login page to get back on track without having to call your CSR. When you click on one of the "forgot" links you'll be prompted to enter a combination of info from you Password & Security information so that AWARDS can confirm your identity. Depending on which link you used, you'll be sent an email with either your username, or a way to reset your AWARDS password. If you get stuck at any point in the process, click the "Having trouble logging in" link for assistance.

WARNING! This functionality will not work if your log in credentials have been disabled by Cares Inc. HMIS staff due to non-compliance with any of the User Responsibilities as outlined in the CRHMIS Policies and Procedures Manual.