

# VSIMS - Change Password

The State of Montana requires that the VSIMS passwords must expire every 60 days for internal users and every 6 months for external users. Additionally, passwords need to be more complex and must be in line with state password policy.

## Password Policy

### **External User - Passwords**

1. Passwords will be at least six characters long and contain at least one numeric and one alphabetic character.
2. Passwords will be changed every six months or at the next login time if previous login time is greater than six months.
3. Passwords will not be reused for at least six cycles.
4. Passwords must not be written down where they can be found by unauthorized persons and must not be shared with other individuals.

### **Internal User - Passwords**

1. Passwords will be at least six characters long and contain at least one numeric and one alphabetic character.
2. Initial passwords assigned to new usernames must be changed by the user at their initial login.
3. Passwords will be changed at least every 60 days.
4. Passwords will not be reused for at least six cycles.
5. Passwords must not be written down where they can be found by unauthorized personnel and must not be shared with other individuals.
6. The warning level to users for forced password changes must be seven days or greater for systems with this capability.
7. The password cannot be the same as the username including the initial password.

# Changing Password - Non-Expired

## Change Password

Department of Public Health & Human Services

Logon  
Contact Us  
PHHS Home

This computer system is the property of the State of Montana and is subject to the use policies located at: <http://morn.mt.gov>. This computer system may contain sensitive U.S. and State government information and is limited to authorized personnel only. Authorized personnel may inspect any uses of this system. By using this system, the user consents to such inspection at the discretion of authorized personnel. Unauthorized access is a violation of state law 45-6-311, MCA, and prohibited by Public Law 99-474, Title 18, United States Code, Public Law 99-474 and Chapter XXI, Section 1030. Unauthorized use of this system may result in disciplinary action, civil and criminal penalties. Federal punishment may include fines and imprisonment for not more than 10 years, or both. By using this system you indicate your consent to these terms and conditions of use. Log off immediately if you do not agree to these conditions.

### Logon as normal

Windows Security

The server app.hhs.mt.gov is asking for your user name and password. The server reports that it is from vsims[@Wed, 22 Feb 2017 19:01:08].

User name

Password

Remember my credentials

OK Cancel



- Birth Certificate Issuance
- Death Certificate Issuance
- Messages
- Admin**

- Help
- Home
- Logout

CS1129 (1011075)/Missoula County Clerk's Office/[Clerk/Recorder](#)  
02/22/2017 12:03

### Vital Statistics Bureau

VSIMS Version 2.0T189



- User Maintenance**

- Home
- Logout

CS1129 (1011075)/Missoula County Clerk's Office/[Clerk/Recorder](#)  
02/22/2017 12:03

### Vital Statistics Bureau

VSIMS Version 2.0T189



- My Profile
- Change Password**

- Previous Menu
- Home
- Logout

CS1129 (1011075)/Missoula County Clerk's Office/[Clerk/Recorder](#)  
02/22/2017 12:21

### User Maintenance

No Current Tasks.

Select Change Password

discovering MONTANA  
Department of Public Health & Human Services

My Profile  
Change Password

Previous Menu  
Home  
Logout

USER MESSAGE: Please enter a new password that is at least 6 characters in length.

Current Password:

New Password:

Confirm New Password:

Change Password BACK

Enter in:

- Current Password
- New Password
- Confirm New Password

Press 'Change Password' button.

If there are errors the above screen will be redisplayed with the error message.  
Following are the potential errors the user could have returned to them.

USER MESSAGE: **ATTENTION: ERROR!** : New Password entries did not match.

Current Password:

New Password:

Confirm New Password:

Change Password BACK

New Password entries did not match.

USER MESSAGE: **ATTENTION: ERROR!** : Current password must be provided to continue.

Current Password:

New Password:

Confirm New Password:

Current password must be provided to continue (user did not enter their current password)

USER MESSAGE: **ATTENTION: ERROR!** : Re-enter New password must be provided to continue.

Current Password:

New Password:

Confirm New Password:

Only the New Password was entered. The user must enter both the New Password and the Confirm New Password and they must match.

USER MESSAGE: **ATTENTION: ERROR!** : Passwords cannot be less than 6 characters.

Current Password:

New Password:

Confirm New Password:

A password less than 6 characters was entered.

USER MESSAGE: **ATTENTION: ERROR!** : Password cannot be same as the current password.

Current Password:

New Password:

Confirm New Password:

Password cannot be the same as the current password. The user must change their password. This can include just changing a letter to be upper that was lower or adding a special character to the end of the password.

USER MESSAGE: **ATTENTION: ERROR!** : Passwords must start with an alphabetic character.

Current Password:

New Password:

Confirm New Password:

Passwords cannot have a number for the first character. All passwords must start with a letter between A and Z. After that letter, numbers (at least one is required) and special characters can be used.

USER MESSAGE: **ATTENTION: ERROR!** : Passwords cannot be your C Number.

Current Password:

New Password:

Confirm New Password:

Password cannot be your C Number. The password cannot match or contain the user's logon ID.

USER MESSAGE: **ATTENTION: ERROR!** : Passwords cannot be Re-used for at least 6 changes.

Current Password:

New Password:

Confirm New Password:

Passwords cannot be re-used for at least 6 changes

USER MESSAGE: **ATTENTION: ERROR!** : Passwords must contain at least one numeric and one alphabetic character.

Current Password:

New Password:

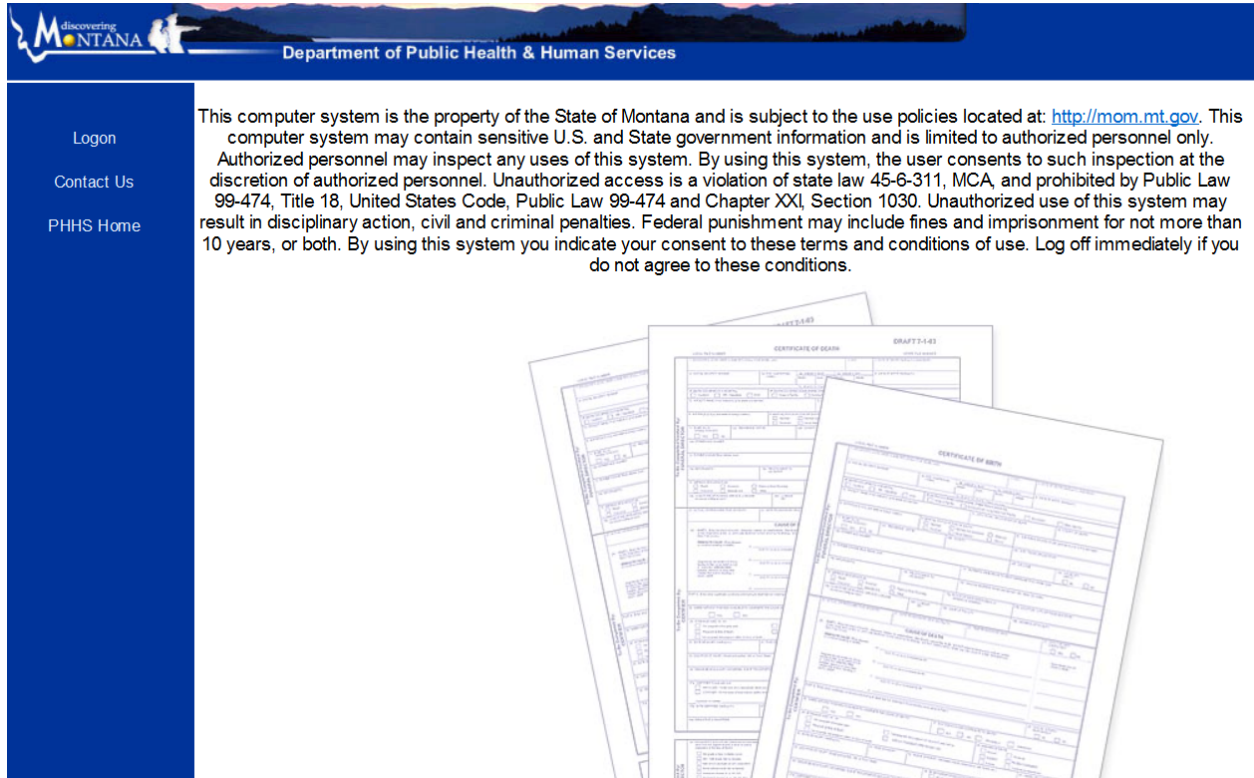
Confirm New Password:

Passwords must start with an alphabetic character and contain a numeric character. All passwords must start with a letter between A and Z. After that letter, numbers (at least one is required) and some special characters can be used.

Once a valid new password has been entered and the 'Change Password' button pressed the user will be returned to their home screen.

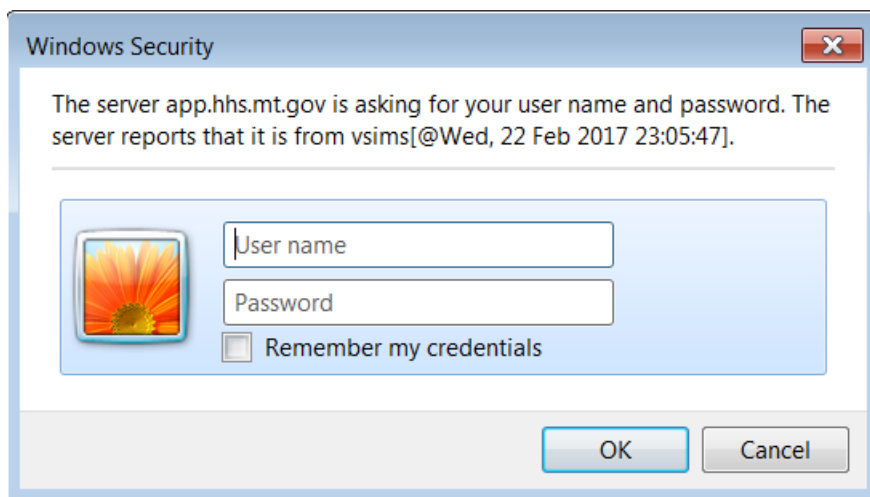
## My Profile

If the user decides to use the 'My Profile' to update the password instead of the 'Change Password' link there are a couple of extra steps.



The screenshot shows the top navigation bar of the Department of Public Health & Human Services website. On the left is a blue sidebar with links for "Ligon", "Contact Us", and "PHHS Home". The main content area features a disclaimer: "This computer system is the property of the State of Montana and is subject to the use policies located at: <http://mom.mt.gov>. This computer system may contain sensitive U.S. and State government information and is limited to authorized personnel only. Authorized personnel may inspect any uses of this system. By using this system, the user consents to such inspection at the discretion of authorized personnel. Unauthorized access is a violation of state law 45-6-311, MCA, and prohibited by Public Law 99-474, Title 18, United States Code, Public Law 99-474 and Chapter XXI, Section 1030. Unauthorized use of this system may result in disciplinary action, civil and criminal penalties. Federal punishment may include fines and imprisonment for not more than 10 years, or both. By using this system you indicate your consent to these terms and conditions of use. Log off immediately if you do not agree to these conditions." Below the text is an image of several overlapping "CERTIFICATE OF DEATH" forms.

## Logon as normal





discovering MONTANA Department of Public Health & Human Services

Birth Certificate Issuance  
Death Certificate Issuance  
Messages  
**Admin**

Help  
Home  
Logout

CS1129 (1011075)/Missoula County Clerk's Office/[Clerk/Recorder](#)  
02/22/2017 12:03

**Vital Statistics Bureau**  
VSIMS Version 2.0T189

Then select Admin

discovering MONTANA Department of Public Health & Human Services

**User Maintenance**

Home  
Logout

CS1129 (1011075)/Missoula County Clerk's Office/[Clerk/Recorder](#)  
02/22/2017 12:03

**Vital Statistics Bureau**  
VSIMS Version 2.0T189

Select User Maintenance

discovering MONTANA Department of Public Health & Human Services

**My Profile**  
Change Password

Previous Menu  
Home  
Logout

CS1129 (1011075)/Missoula County Clerk's Office/[Clerk/Recorder](#)  
02/22/2017 12:21

**User Maintenance**

No Current Tasks.

Select 'My Profile'.

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 Department of Public Health & Human Services

CS1129 (1011075)/Missoula County Clerk's Office/[Clerk/Recorder](#)  
 02/22/2017 04:15

### User Maintenance - General

**User Dean Vig**

Name: Last  First  Middle  Suffix   
 User ID  State Employee ID   
 Title  License Number   
 Title Other  License Expiry   
 Secret Question   
 Answer

**Change Password**

Press 'Change Password' button

discovering MONTANA  
 Department of Public Health & Human Services

General  
 Assignments  
 Address  
 Email  
 Telephone  
 Validation  
 Action History  
 User Agreement  
 Audit Log

User Main / Actions  
 Home  
 Logout

USER MESSAGE:

Current Password:   
 New Password:   
 Confirm New Password:

Enter in:

- Current Password
- New Password
- Confirm New Password

Press 'Change Password' button

Please refer to "[Changing Password—Non-Expired/Change Password](#)" above for a sample of all the errors that could occur.

Once a valid new password has been entered and the 'Change Password' button pressed, the user will be returned to User Maintenance – General Screen.

The screenshot shows the 'User Maintenance - General' interface. At the top, the header includes the 'discovering MONTANA' logo and 'Department of Public Health & Human Services'. The user is identified as 'CS1129 (1011075)/Vital Statistics Bureau - State Offices/VITAL Admin' with a timestamp of '02/22/2017 04:42'. The form fields are as follows:

- User Dean Vig**
- Name:** Last (Vig), First (Dean), Middle ( ), Suffix ( )
- User ID:** CS1129
- State Employee ID:** ( )
- Title:** ( )
- License Number:** ( )
- Title Other:** ( )
- License Expiry:** ( )
- Secret Question:** ( )
- Answer:** ( )

Buttons at the bottom include 'Saved', 'Validate', and 'Complete' (highlighted with a red box). A 'Change Password' button is also present above the 'Complete' button.

The 'Complete' button must be pressed once the password change has been completed. This will return the user to their home screen.

The screenshot shows the 'Vital Statistics Bureau' interface. The header includes the 'discovering MONTANA' logo and 'Department of Public Health & Human Services'. The user is identified as 'CS1129 (1011075)/Missoula County Clerk's Office/Clerk/Recorder' with a timestamp of '02/23/2017 08:22'. The interface title is 'Vital Statistics Bureau' with 'VSIMS Version 2.0T189' below it. The left sidebar menu includes:

- Birth Certificate Issuance
- Death Certificate Issuance
- Messages Admin
- Help
- Home
- Logout

The user will not be able to get back to the above screen until they press the 'Complete' button once they have gone into the 'User Maintenance – General' screen even if no updates have been made.

For additional help you may call the DPHHS Technology Services Center Help Desk as 406-444-9500.