

## **New Password and Security Requirements for dotGrants**

On Tuesday, November 22<sup>nd</sup> 2011, there will be new password / security policies and procedures in dotGrants.

Changes include:

1. Passwords will expire after 60 days. When you log in, if your password has not been changed within the past 60 days, you will be required to change it.
2. The same password cannot be used within a 12 month period.
3. Password must be a minimum of 8 characters, a mix of upper and lower case letters, and at least one number or special character.
4. You will be required to choose a security question and provide the answer. This will be used to verify your identity when requesting your password be sent to you via email.
5. If you try to log in 4 times and are unsuccessful, your account will be locked for 15 minutes before you can try to log in again.

We appreciate your patience as we all switch to these new policies and procedures.