



Password Requirements Guidelines

In order to successfully set a new password, your chosen password must meet the following requirements:

- Password must be at least 12 characters
- Password must contain at least one character from each of the following four categories:
 - o Uppercase characters (A through Z);
 - o Lowercase characters (a through z);
 - o Base 10 digits (0 through 9); and
 - o Special characters (for example: !, \$, #, >, %).
- Password cannot contain the user's account name or parts of the user's full name that exceed two characters. Note: that this includes the space between your first name and last name. Please see the examples below:

Username	User's Name	Invalid Segments
Jsmith	John Smith	'JSM', 'SMI', 'MIT', 'ITH', 'JOH', 'OHN', 'HN ', 'N S'

- Password cannot be the same as your previous password

If you require further assistance, please contact SIROMS Helpdesk at helpdesk@siroms.com.