

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

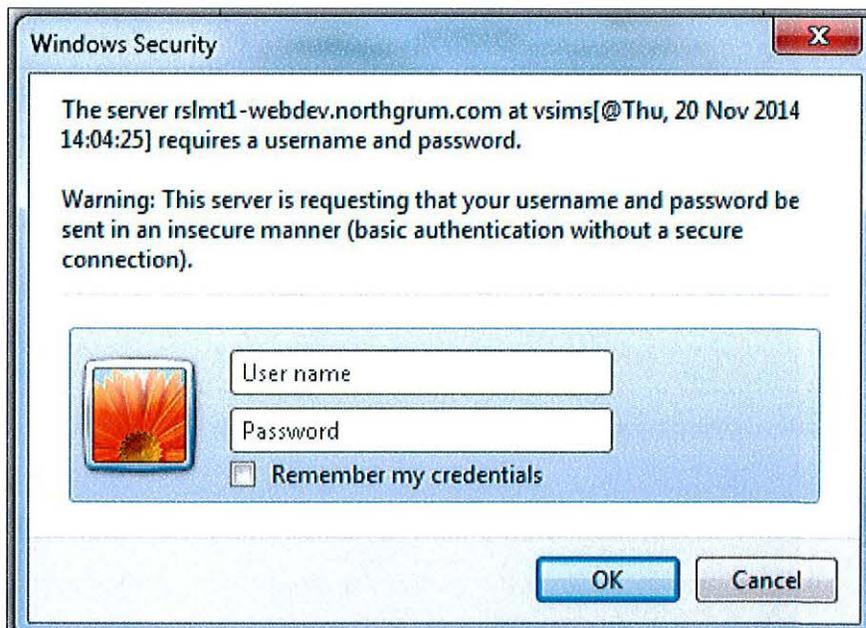
Logon

Contact Us

PH&HS Home

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.

Logon as normal



discovering MONTANA Department of Public Health & Human Services

Deaths
Messages
Admin

Help
Home
Logout

VSIMS_COR (1006)Beaverhead County Coroner's Office/Deputy Coroner/ME
11/20/2014 06:03

Vital Statistics Bureau
VSIMS Version 2.0T189

Then select Admin.

discovering MONTANA Department of Public Health & Human Services

User Maintenance

Home
Logout

VSIMS_COR (1006)Beaverhead County Coroner's Office/Deputy Coroner/ME
11/20/2014 06:05

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

VSIMS_COR (1006)Beaverhead County Coroner's Office/Deputy Coroner/ME
11/20/2014 06:06

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.



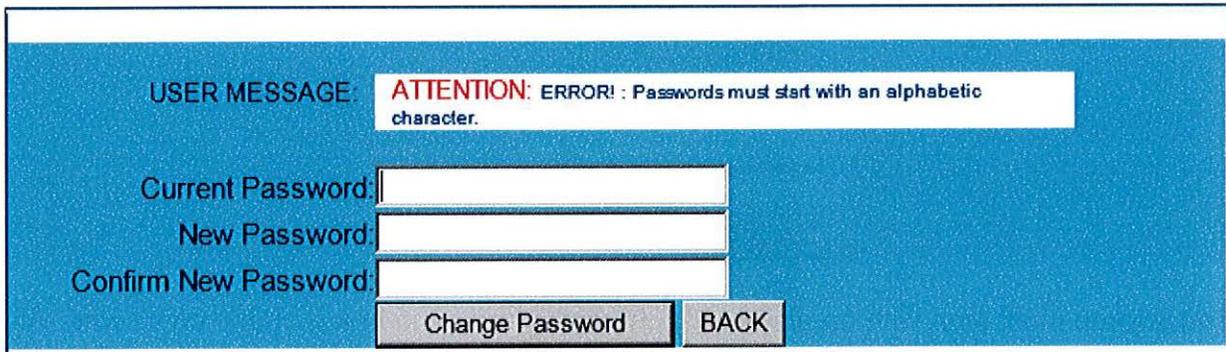
USER MESSAGE: **ATTENTION: ERROR!** : Password cannot be same as the current password.

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.



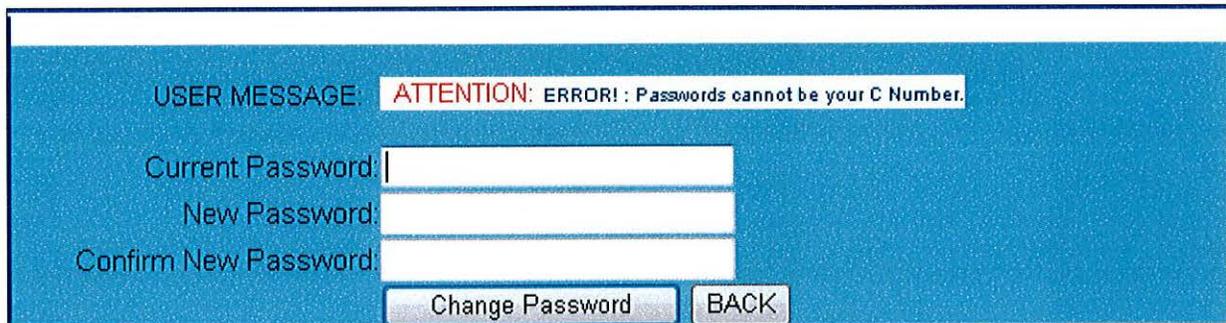
USER MESSAGE: **ATTENTION: ERROR!** : Passwords must start with an alphabetic character.

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.

Discovering MONTANA
Department of Public Health & Human Services

Deaths
Messages
Admin

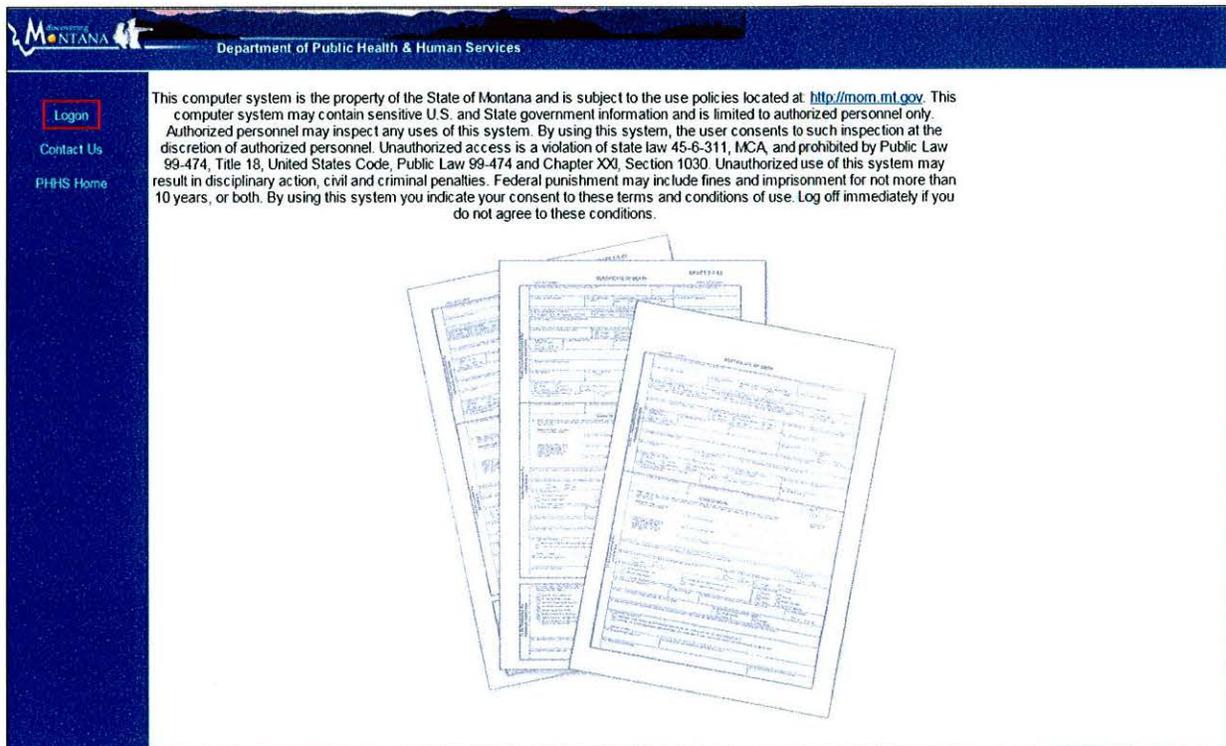
VSIMS_COR (1006)Beaverhead County Coroner's Office/Deputy Coroner/ME
11/20/2014 06:03

Vital Statistics Bureau
VSIMS Version 2.0T189

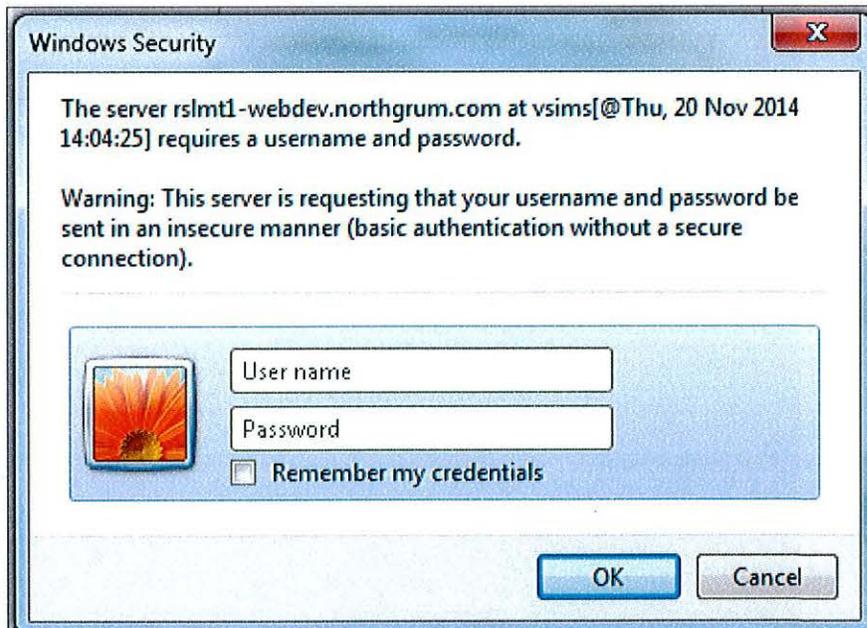
Help
Home
Logout

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.



Logon as normal



Discovering MONTANA
Department of Public Health & Human Services

Deaths
Messages
Admin

Help
Home
Logout

VSIMS_COR (1006)/Beaverhead County Coroner's Office/Deputy Coroner/ME
11/20/2014 06:03

Vital Statistics Bureau
VSIMS Version 2.0T189

Then select Admin.

Discovering MONTANA
Department of Public Health & Human Services

User Maintenance

Home
Logout

VSIMS_COR (1006)/Beaverhead County Coroner's Office/Deputy Coroner/ME
11/20/2014 06:05

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

VSIMS_COR (1006)/Beaverhead County Coroner's Office/Deputy Coroner/ME
11/20/2014 06:06

User Maintenance

No Current Tasks.

Select 'My Profile'.

Press 'Change Password' button.

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.

Department of Public Health & Human Services

VSIMS_COR (1006)/Beaverhead County Coroner's Office/Deputy Coroner/ME
11/20/2014 07:32

User Maintenance - General

User **NGC-Cor Systems**

Last	First	Middle	Suffix
Name Systems	NGC-Cor		
User ID VSIMS_COR	State Employee ID		
Title	License Number		
Title Other	License Expiry		
Secret Question	who		
Answer	why		

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

Department of Public Health & Human Services

VSIMS_COR (1006)/Beaverhead County Coroner's Office/Deputy Coroner/ME
11/20/2014 07:34

Vital Statistics Bureau

VSIMS Version 2.0T189

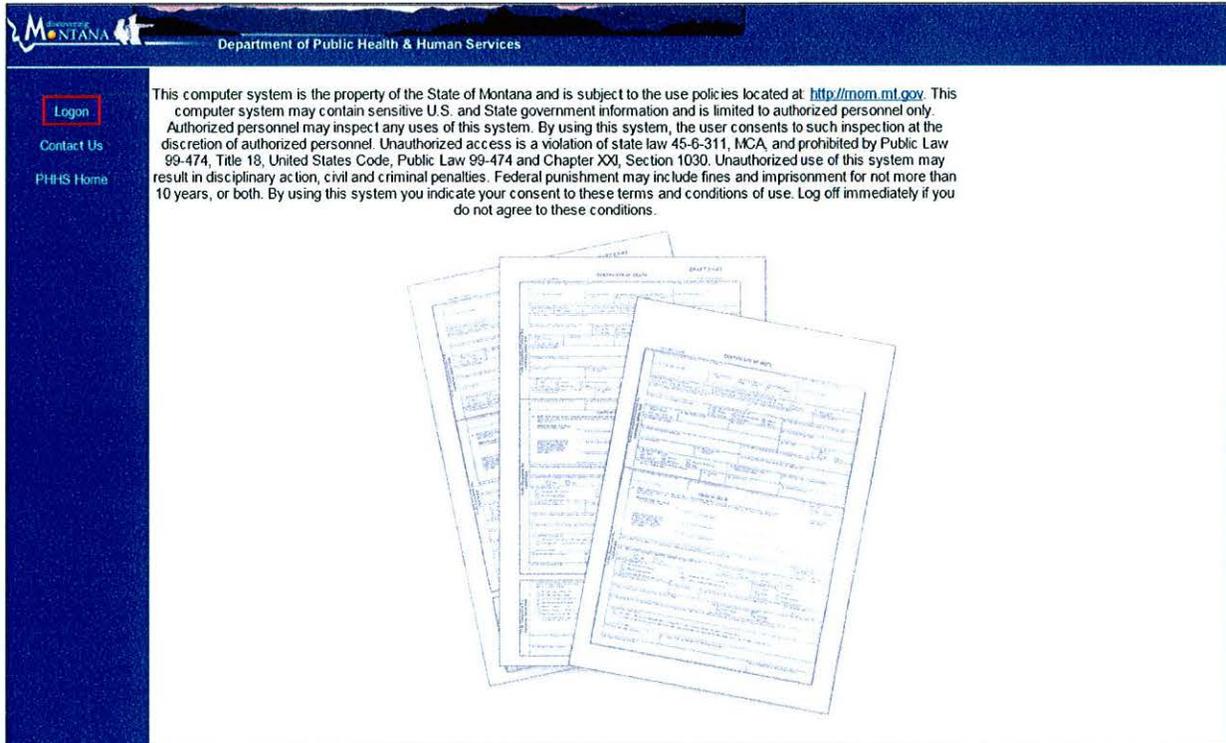
Deaths
Messages
Admin

Help
Home
Logout

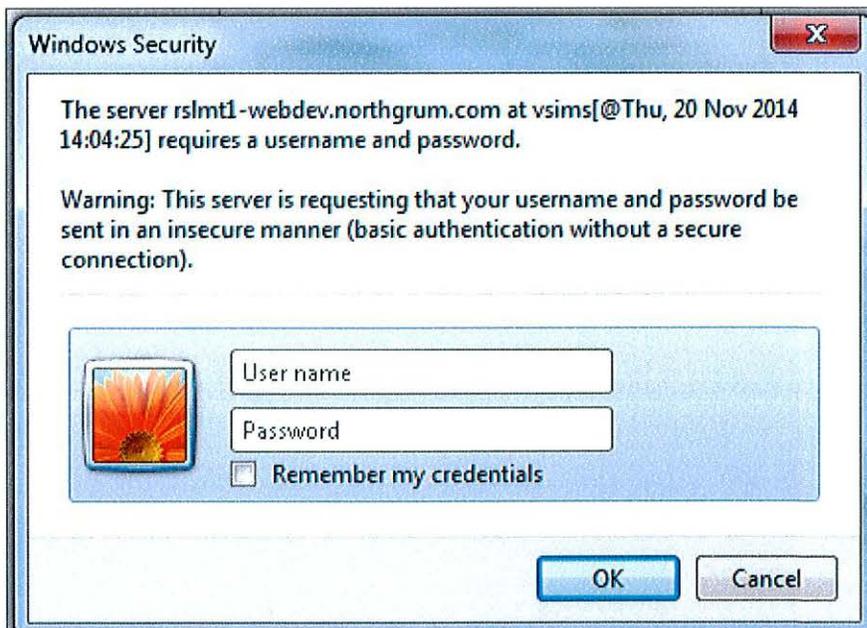
The user will not be able to get back to the above screen until they press the 'Complete' button once they have gone into the 'User Maintenance – General' screen even if no updates have been made.

Changing Password – Expired

When the user logs on and their password has already expired they will see the following.



Logon as normal



The user has the option of selecting 'My Profile' or 'Edit/View'. Depending on which link they select, the actions they must take are slightly different.

Edit/View

Click 'Edit/View'. This takes you to the following screen.

Press 'Change Password' button.

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 their home screen.

My Profile

Click 'My Profile'. This takes you to the following screen.

Department of Public Health & Human Services

VSIMS_HOSP (1003)Test Hospital1/Hospital_Staff
11/20/2014 06:35

User Maintenance - General

User **NGC-hosp Systems**

Last	First	Middle	Suffix
Name	Systems	NGC-hosp	
User ID	VSIMS_HOSP	State Employee ID	
Title	OTHER	License Number	
Title Other	Hospital Administrator	License Expiry	
Secret Question	who		
Answer	why		

Press 'Change Password' button.

Department of Public Health & Human Services

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

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.

Department of Public Health & Human Services

VSIMS_HOSP (1003)Test Hospital1/Hospital Staff
11/20/2014 06:42

User Maintenance - General

User **NGC-hosp Systems**

Last	First	Middle	Suffix
Name Systems	NGC-hosp		
User ID VSIMS_HOSP	State Employee ID		
Title OTHER	License Number		
Title Other Hospital Administrator	License Expiry		
Secret Question who			
Answer why			

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

Department of Public Health & Human Services

VSIMS_HOSP (1003)Test Hospital1/Hospital Staff
11/20/2014 06:44

Vital Statistics Bureau

VSIMS Version 2.0T180

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 at 406-444-9500.