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

Logon as normal
Select Change Password
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.

New Password entries did not match.
Current password must be provided to continue (user did not enter their current password)

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

A password less than 6 characters was entered.
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.

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.

Password cannot be your C Number. The password cannot match or contain the user's logon ID.
Passwords cannot be re-used for at least 6 changes

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.

Logon as normal
Then select Admin

Select User Maintenance

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.

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

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.