

Software Release Notes for AQS Password Changes - November 20, 2010

AQS Users -

There will be a brief AQS outage on Saturday, 11/20/2010.

CDX is implementing the requirement for mixed case passwords on November 19, 2010, and AQS is following suit.

What this means to you on or after November 20th:

- 1. You can still use your current password to access AQS.**
- 2. You will be required to use a mixed case password the next time you change your password.** "F1doismydog" is OK ; "f1doismydog" is not OK.
- 3. You can continue to change your AQS password yourself as long as it hasn't expired. However, if your AQS password expires, you will need to contact the EPA Call Center to have it reset.**

After your password is reset by the Call Center, access AQS and change the temporary password to a password that only you know. (Currently you can change your expired password yourself from the AQS log-on screen. We hope to make this work again, but we've run into a complication with the password change software. Until we have a fix, you will not be able to change your expired password yourself within AQS.)

- 4. You can continue to synchronize your CDX password with your AQS password.** After synchronization, the CDX password would be the same mixed case version of your AQS password.
- 5. You no longer need to log out of AQS immediately after changing your password.** AQS will now handle this for you transparently. (Before, if you changed your password and went directly to run a report, then that report would fail.)

AQS Password (and CDX Password) rules:

- ❖ Must be between 8 and 15 characters
- ❖ Must contain at least 1 uppercase character, 1 lower-case character and 1 number
- ❖ Must be changed every 90 days
- ❖ At least three characters or character positions of the new password must differ from your old password
 - "Novemb3r1" could be changed to "Decemb3r1"
 - "Fido1smydog" could be changed to "mydog1sFido"
- ❖ NOT ALLOWED:
 - special characters (eg, !@#\$\$%^&*)
 - your first or last name
 - any common word found in the dictionary
 - your 3 digit AQS username (in forward or reverse order)
 - the letters "AQS"
 - the word "password"

Please contact the EPA Call Center at 866-411-4372(4EPA) if you need your password reset, your account unlocked or have other AQS problems.