State Mainframe • Oregon Access
Password Maintenance and Changing a Temporary Password

PASSWORDS MUST MATCH

You Must Login the State Mainframe at Least Every 30 Days—Even if you ONLY use Oregon Access!

- **You CANNOT go into Oregon Access without synchronizing with the State Mainframe. Your Mainframe password must match your Oregon Access password. If they are different you will be denied rights in Oregon Access.**
- **YOU MUST CHANGE your State MAINFRAME password FIRST!** A password Oregon Access accepts might not be accepted by the State Mainframe. If this happens, you must wait 24-hours before you can change your password.
- **Keep your State Mainframe account active and synchronized with Oregon Access!**
- **State Mainframe has strict password requirements!** It must be <u>exactly 8-characters</u>. Must contain at least one <u>number</u> and an <u>uppercase letter</u>. No spaces or symbols. Unique—not used within last 12 password changes. If Mainframe indicates your password is unacceptable, it is likely because it is <u>too simple</u>. Use a **RANDOM** combination of numbers, lower- & upper- case letters, e.g. 7jR37Nn4

Step 1!

State Mainframe

- Double-click State Mainframe icon. (Host Explorer/WC3270 or Connection Central)
- Type **g**, press **enter**
- `Welcome to GCICS` screen loads
- Type **cesn**, press **enter**
- Click your mouse to the right of **USERID ==>** and **type** in your **userid**, e.g., hspsi08
- Press **tab**

<u>Normal maintenance</u>—**change** password
- o **Type** your **current** password after **PASSWORD ==>** , e.g., **BE98jiR7**
- o Press **tab** until the cursor is right of **NEW PASSWORD ==>**
- o **Type** your new password (SEE REQUIREMENTS AT TOP OF PAGE)
- o Press **enter**.

<u>You were issued a temporary password</u>. (you had someone reset your password)
- o **Type** the **temporary** password after **PASSWORD ==>** , e.g., **Blue7Nelt**
- o Press **enter**. You are prompted to enter a new password.
- o The cursor is right of **NEW PASSWORD ==>**
- o **Type** your new password (SEE REQUIREMENTS AT TOP OF PAGE)
- o Press **enter**.

Hint: Set yourself a monthly calendar reminder to log into the State Mainframe. If your Mainframe account expires the state will archive your account and for practical purposes you no longer have an Oregon ACCESS account. Only the state can reactivate your account. It can take 7-days before you have access.

Step 2!

Oregon ACCESS.lnk

Oregon Access • YOU MUST UPDATE Oregon Access to MATCH your State Mainframe password

- Double-click Oregon Access icon
- **Type** your **UserID** the corresponding field.
- **Type** your **current/temporary password** in the corresponding field
- Click **OK** or press **enter** (Oregon Access home screen)
- From the *menu bar*: **Select → Housekeeping → Maintain Password**
- Enter your current or temporary password and your NEW State Mainframe password from step 1.