AIMS Password Policy Implementation
19-0623

Password Updates: Effective immediately registered users are required to change their system password every 90 days. You will receive a reminder upon logging into the system 10 days prior to the expiration of your current password. Upon expiration, if you have not already changed your password you will be required to do so immediately after logging into the system. Please note that your existing password is required to be entered when creating a new password. You can change your password at any time once logged into the system by selecting the Hello menu option in the upper right corner of the screen.

Account Deactivation: If you do not log into the system over a 30-day period of time your account will be deactivated. You will receive an email reminder 15 days prior to deactivation. To avoid deactivation simply log into the system. If your account becomes deactivated and you still need access to the system please select the Helpdesk menu option located at the top of the screen and submit a request to be reactivated.

To Obtain Support: If you have forgotten your username, password or have any issues logging in or changing your password please select the Helpdesk menu option located at the top of the screen and submit a request.

Note: New passwords must contain at least 8 characters and include at least 3 of the following options:
Capital letter
Lowercase letter
Number
Special character ! @ # $ % & ( ) _

Please remember your new password as it is required when changing your password in the future or reactivating your account.