AMPS Snapshot: Password Policies and Security Questions—External Users

Understanding AMPS Password Policies and Security Questions

AMPS Password Policies

Purpose: AMPS password policies enable you to set up a strong password using multiple character types. Note that the password you choose **must fulfill ALL of the character-type policies** to be valid. These policies include the following rules:

- **15** to **30** characters in **length**
- **4** or more ***alpha*** characters:
  - **2** or more **lower case** characters
  - **2** or more **UPPER case** characters
- **2** or more ***numeric*** characters (0 - 9)
- **2** or more ***special*** characters, **EXCEPT** the following characters:
  - Accent mark `
  - Ampersand &
  - "At" sign @
  - Brackets, parentheses, or braces [ ] ( ) { }
  - Colon :
  - Dollar sign $
  - Double, single, or straight quotes " " ' ' " '
  - Percent sign %
  - Question mark ?
  - Slashes / \

Additional rules include the following:

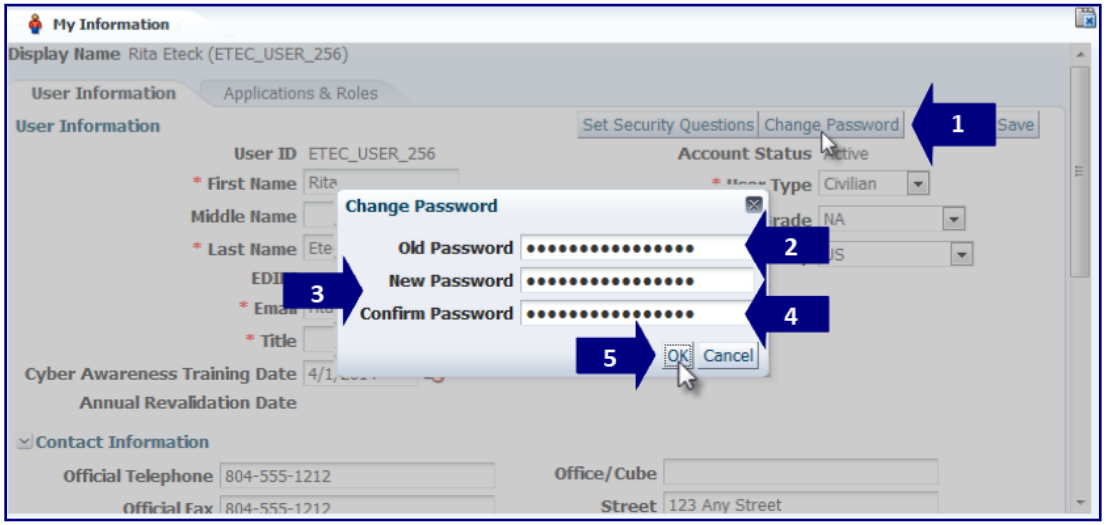
- Password must **begin** with **at least one alpha character**.
- Password **cannot begin** with a **numeric** or **special** character.
- **Exclude** any combination of characters that spells a recognizable word.
- **Exclude** the value of these attributes: `accountID`, `email`, `firstname`, `fullname`, or `lastname`.
- **Do not repeat any of your previous 10 passwords when resetting a password.**

Where to Manage Your Password: On the **My Information** screen, you can reset your password at any time. You must use 10 different passwords before you can reuse any password.

Note!

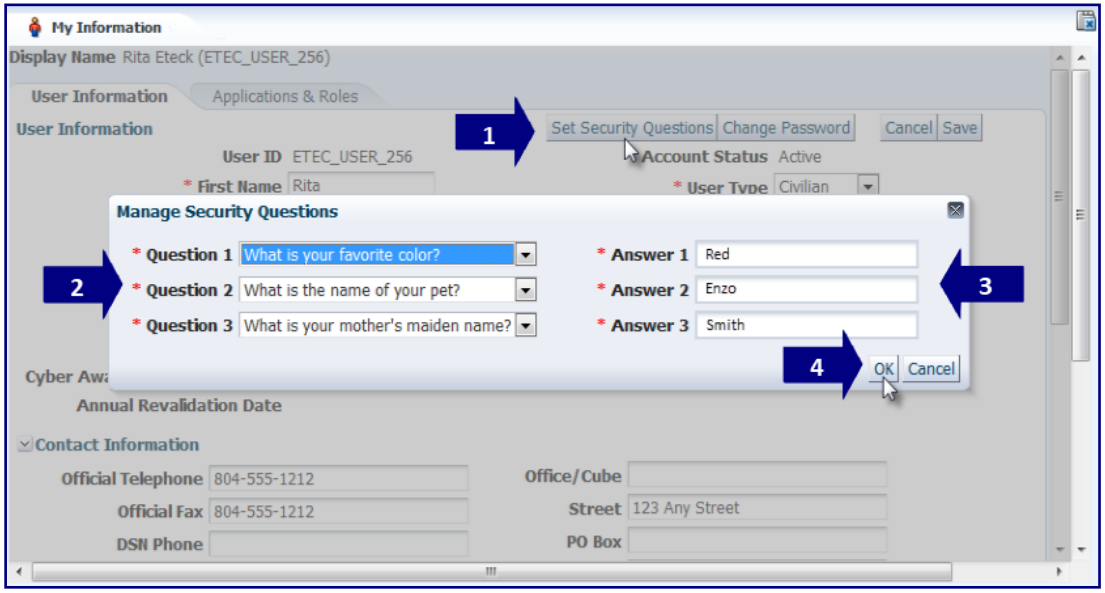
When you change your AMPS password, this change is propagated to each AUTO-PROVISIONED application for which you have a role. Occasionally, an auto-provisioned application may not accept a character that AMPS does accept, and a password valid in AMPS may be invalid in an application.

If you have difficulty resetting a password, contact the DISA Global Service Desk for assistance and recommendations.



Change Password

1. Click **Change Password**.
2. Fill in the old, or current, password.
3. Fill in a new password that fulfills policies.
4. Reenter to confirm the new password.
5. Click **OK**.



Manage Security Questions

1. Click **Set Security Questions**.
2. Select a different question from each drop-down list.
3. Fill in an answer to each question (minimum: 3 characters).
4. Click **OK**.

Some special characters you can use:

~ Tilde
! Exclamation point
Pound sign
^ Carrot sign
* Asterisk
- Hyphen
_ Underscore
+ Plus
= Equals sign
< Less Than sign
> Greater Than sign

Password Expiration:
Passwords expire after 60 days!

Password-Attempts Lockout:
When you log in, if you submit the wrong password 3 times in a row, AMPS locks your account. To unlock your account, see the ***Maximum Password –Attempts Lockout*** document.

AMPS Security Questions

Purpose: If you forget your password, you can request a password reset through the AMPS login screen. However, AMPS requires you to respond with the answers you provided at registration to three of the following questions:

- **What is your mother's maiden name?**
- **What is your favorite color?**
- **What city were you born in?**
- **What is your favorite movie?**

Where to Manage Security Questions:
On the **My Information** screen, you can select a new array of questions and enter new answers. The minimum number of characters for any answer is three characters.

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