

SieneI, Beth

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From: SECURITY, DATA  
Sent: Friday, February 14, 2003 6:20 PM  
To: SieneI, Beth  
Subject: Semiannual Password Change Notification

Computer Password Update

Your computer password for the following User Id will expire on the date shown below:

User Id:

[REDACTED]

EX 6

You must select and distribute a new permanent password any time before this date. Failure to retrieve your password on or before this date will result in all of your accounts being suspended.

NOTE: At the end of this process, you will need to log out of Windows and log back in again.

To select your new password:

1. Access the UCAMS Home Page at <https://www-ucams.prod.energys.com>
  2. Enter your ID and current password. Click OK.
  3. You may be asked to enter your ID and password again. If so, enter the information and click OK.
  4. At the UCAMS Home Page, click the Passwords link.
  5. Click the Change or Synchronize UCAMS Password link.
  6. Enter your current password and click Submit.
  7. At the introduction message, select Begin to continue or Cancel to return to the UCAMS Home Page.
  8. Click the Distribute a New Password link.
  9. Read the password rules. This screen describes your responsibilities as a user of Entergy's computing resources. After reading carefully, click the Accept button to accept the rules and continue to the next screen. If you select the Reject button, your access to Entergy resources will be denied.
  10. Enter your current password one more time and click the Submit button.
  11. Review the list of 50 randomly generated passwords. Look in the Pronunciation column to find a word or phrase that you like. Be sure to write your new password down and protect it accordingly. Click on either the upper case or lower case link to select your password. The password that is stored is always lower case.
  12. Before distributing your new password to the applications, you are asked to verify the password to ensure you know and remember it. Enter your new password and click the Submit button. If you have written down your password, be sure to store the paper in a secure place.
  13. UCAMS will confirm that your password processing is complete. Click the OK button.
- If you are located in the Northeast, you do not have to perform Step 14.
14. Log completely out of Windows and log back in using your new UCAMS password. This will activate the password. Failure to complete this step may cause your workstation to lock up.

Information in this record was deleted  
in accordance with the Freedom of Information Act, exemptions 6  
FOIA- 204267

If you have any questions or need help with this process, please contact the IT Service

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Desk at 501-396-7300 or internal 8-720-7300.