

ProcureAz Alert

Date: September 23, 2015

To: State Agencies

From: ProcureAz Help Desk

Re: User Password Settings Have Changed

Due to a ProcureAz user's password being compromised, all ProcureAz user passwords that are older than 30 days will need to be changed. If a user's password is older than 30 days, after entering their login ID and password and clicking the Login button they will see this screen:



The screenshot shows a web form titled "Change Password". It contains three text input fields labeled "Current Password*", "New Password*", and "Confirm New Password*". A yellow tooltip with an information icon and the text "Your current passwo" is visible next to the first field. At the bottom right, there are "Submit" and "Log Out" buttons.

The user will need to type their current password in the first (top) field, their new password in the second (middle) field, and re-type their new password in the third (bottom) field.

NEW PASSWORDS MUST BE A MINIMUM OF 8 CHARACTERS AND CONTAIN AT LEAST 1 NUMBER AND 1 LETTER.

In addition:

- Users will be required to change passwords every 30 days.
- Passwords will not be able to be re-used for 5 resets.
- Users will have 5 failed login attempts before being locked out for 5 minutes

If you have any questions please contact the Help Desk at 602-542-7600, option 3, or email procure@azdoa.gov.

PROCUREAZ HELP DESK

602-542-7600

procure@azdoa.gov