

AS/400 PASSWORD SECURITY MAINTANENCE

With the new AS/400 computer system comes some added security responsibilities. Following are instructions on how to access and change the passwords on the AS/400. If you have any questions, please don't hesitate to call Jill or Kirk.

1. On the AS/400 console, sign on as Master.
2. On the AS/400 main menu command line type:

GO SECURITY Press 'Enter'

4. On the Security menu take option **6 Press 'Enter'**
5. In the User Profile field type ***ALL Press 'Enter'**
6. On the Work With User Profiles Screen in the OPT column type a **2** by all the logins you wish to update. **NOTE:** Page down and make sure you have a 2 by all user id's you plan to change before you push the enter key so you don't miss any in the process.
7. When the first User Profile comes up, type the new password in the user password field over the ***SAME .**, and **Press 'Enter'**. Your password will be updated and the next user profile will appear.
NOTE: Passwords on the the AS400 must be between 8 and 10 characters in length. It is suggested that passwords on the AS400 not start with a number, but please make passwords difficult for another person to guess.
8. Once all user profiles have been updated you can F3 back to the main menu and sign off.