

For: FSA Employees

**New Password Administration Functionality Added to the
Web Centralized Authentication and Authorization Facility (WebCAAF)**

Approved by: Deputy Administrator, Field Operations



1 Overview

A Background

Service Center Agency (SCA) customers will have access to 2 classes of user services: Registered Accounts and Nonregistered Accounts. Registered accounts require both authentication and authorization of SCA customers and employees, which will be provided by WebCAAF. The WebCAAF customer registration application will generate and maintain user ID's and passwords for each USDA customer. Nonregistered accounts are not part of the current implementation.

WebCAAF will provide a single sign-on to Web Farm applications for customers and employees. The objectives of this registration process are to employ standardized methods for verifying the identity of SCA customers/partners and managing their credentials in support of electronic alternatives to traditional ink signatures and nonrepudiation. The WebCAAF Registration software will be used to authenticate employees and customers. After the USDA customer obtains a user ID and password, he or she may conduct business on many USDA Web-based applications.

B Purpose

This notice informs FSA employees of changes made to WebCAAF in an effort to certify and accredit this service for broader USDA use. WebCAAF implements new password management services to make the passwords set by employee and agent/affiliate users to meet certain complexity requirements, and to be changed regularly.

<p>Disposal Date</p> <p>April 1, 2004</p>	<p>Distribution</p> <p>All FSA employees, State Offices relay to County Offices</p>
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2 Changes Made to WebCAAF

A Change Password Support Implemented

The ability for users to change their passwords has been implemented and can be accessed from the WebCAAF Login Screen. The Login Screen now contains a link labeled "Change Password". When you select the "Change Password" link, you will be requested to provide your I*CAMS Operator ID (USDA employees) or provide your user ID, old password, new password, and a confirmation of your new password by typing your new password response again in the appropriate location.

B Password Composition Rules Implemented

To provide appropriate protection of your password, it is required to meet minimum criteria for length and composition. If your password fails to comply with the rules, you will be required to provide one that does. The rules you must adhere to are as follows.

- The password must be at least 8 to 14 characters long.
- The password must have at least 1 uppercase letter, 1 lowercase letter, 1 number, and 1 special character: ! @ # - \$ % * = + : ; , ? ~
- The password may **not** contain spaces or tabs, or these characters: ^ & " . ' / \
- The password may **not** contain a dictionary word.

C Password Expiration Rules Implemented

Failing to change your password periodically represents additional risk for it to be compromised. To assist you in remembering to change your password on a periodic basis, a password expiration rule has been implemented. This rule will require you to change your password every 90 calendar days. WebCAAF will provide reminders to change your password starting 21 calendar days before it expires.

D Password Hint Functionality Implemented

The ability for users to enter a password hint associated with their WebCAAF account has been implemented and can be accessed from the WebCAAF Login Screen.

A password hint is simply a response to a question. If you establish a password hint for your WebCAAF account, you can use it to regain access in the event you forget your password. If you do not establish a password hint, you will have to contact someone to regain access.

You should establish a password hint for your account.

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2 Changes Made to WebCAAF (Continued)

E "Forgot Password" Functionality Implemented

The ability for users to regain access to WebCAAF-protected resources after forgetting their password has been implemented and can be accessed from the WebCAAF Login Screen. This capability depends on the existence of a password hint. See subparagraph D.

A password provided through this function allows you to successfully authenticate but is temporary; therefore, you will be forced to change it the next time you access a WebCAAF-protected resource. See subparagraph A.

3 Explanation of Temporary Impacts to USDA Employees and Agents/Affiliates

A Forced to Change Your Password

Your password will be validated against the new password composition rules and password expiration rules when you login through WebCAAF. Invalid passwords, passwords that do not meet the composition rules stated above or which have expired, must be changed. When this occurs, you will be presented with the Change Password Screen and will be required to change your password.

If this occurs, you will not be required to provide your user name during the Change Password process because you have already provided it during your initial login request; however, you will need your old password.

B USDA Service Center Employees and Combined Administrative Management System (CAMS) Accounts

WebCAAF uses employee information from I*CAMS. Part of the information used is the user name and password. Changes to WebCAAF and to I*CAMS have resulted in the inability to share password information. This means that employees will be required to either remember a WebCAAF password **and** an I*CAMS password for the same "Operator or user ID" or change their password in I*CAMS after changing their password in WebCAAF. This is a temporary situation.

C Reminder of Temporary Account Locking

Users that fail to login after 5 attempts will have their WebCAAF account temporarily locked for a period of 30 minutes. This rule also applies for "Change Password" and "Forgot Password" requests. If you fail to successfully change your password or respond to your password hint after 5 attempts, your account will be temporarily locked for a period of 30 minutes.

4 Training

A Microsoft Power Point Presentation

A Microsoft Power Point presentation has been created that shows how to:

- change your password
- create a password hint
- recover access using the “Forgot Password” service.

The presentation may be accessed from the following website:

<http://www.info.usda.gov/egovtraining/>.