

**For:** State and County Offices

**AS/400 Security**

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**Approved by:** Acting Deputy Administrator, Management

*Chris Reagan*

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**1 Resetting Default Password**

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**A**

**Background**

Centralized administration of the AS/400 computer system made it necessary to preset the User Profile password to a default password. With the AS/400 installation now considered complete, it is necessary and required that the default password be reset to 8 characters.

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**B**

**Purpose**

This notice provides instructions for resetting the default password "QSECOFR" to a unique password.

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<p><b>Disposal Date</b></p> <p>January 1, 2002</p>	<p><b>Distribution</b></p> <p>State Offices; State Offices relay to County Offices</p>
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**Notice IRM-322**

**1 Resetting Default Password (Continued)**

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**C**

**Resetting Password**

Follow the instructions in this table to reset the default password “QSECOFR” to a unique password.

Step	Action
1	<p>Sign on to the AS/400 console using your <b>master ID</b> and <b>password</b> as follows.</p> <p><b>County Offices:</b> (SSMSTxxx)</p> <p><b>Note:</b> “SS” is the alpha State code and “xxx” is the numeric county code.</p> <p><b>State Offices:</b> (SSMSTxxS)</p> <p><b>Note:</b> “SS” is the alpha State code, “xx” is the numeric county code, and “S” is for State.</p>
2	<p>On the AS/400 Main Menu command line:</p> <ul style="list-style-type: none"> <li>• ENTER “WRKUSRPRF QSECOFR”</li> <li>• PRESS “Enter”.</li> </ul>
3	<p>On the Work With User Profiles Screen:</p> <ul style="list-style-type: none"> <li>• ENTER “2” under “Opt”, next to the QSECOFR User Profile</li> <li>• PRESS “Enter”.</li> </ul>
4	<p>On the Change User Profile Screen:</p> <ul style="list-style-type: none"> <li>• enter the new password</li> <li>• PRESS “Enter”.</li> </ul> <p><b>Note:</b> The password can be a combination of letters and/or numbers and shall be 8 characters long. It <b>cannot</b> begin with a numeric.</p>
5	<p>On the Work With User Profiles Screen, the message “User profile QSECOFR changed” will appear at the bottom of the screen. PRESS “CMD3” to return to the AS/400 Main Menu.</p>
6	<p>Select option 90 to sign off.</p>