



## CM/ECF RELEASE 6.0 NEW PASSWORD REQUIREMENTS

Effective May 28, 2013

To address security concerns, all internal and external users will be required to create passwords that conform to the following requirements:

- ◆ Passwords must be at least eight (8) characters long;
- ◆ Passwords must include both upper and lowercase alphabetic characters; and
- ◆ Passwords must include at least one number or one special character (0-9, @, #, \$, %, &, \*, +).

**NOTE: The browser will not auto-save your new password, so please remember it. You will need to enter your password each time you log into CM/ECF.**

The first time you log into CM/ECF 6.0, you will be prompted to change your password through a pop-up notice with a link to Maintain Your Account. Click on the hyperlink [\[here\]](#) which will take you to the **More User Information** screen.

For security purposes, CM/ECF displays a string of asterisks in the Password field to mask your password. To change the password, place/click your cursor in the Password field, delete the asterisks and type your new password in accordance with the new requirements. Then click the **Submit** button.

A screenshot of a web form titled "More User Information for Peter Pan". The form has a light gray background and a blue border. It contains several sections: "Login ppan" with a text input field containing "ppan"; "Password" with a text input field containing a string of asterisks, and a blue arrow pointing to it; "Registered" with a radio button; "Internet Credit Card N" with a radio button; "Default Printer" with a radio button; "Additional Printers" with a radio button; and "Groups Attorney" with a radio button. At the bottom are "Submit" and "Clear" buttons. On the right side, there is a "Last login -" section with "Current login 05-03-2012", "Create date 05/03/2012", and "Update date 05/03/2012". Below the password field, there is a small text note: "minimum 8; upper- & lower-case letters; include digit or special character".

When the account update confirmation screen displays, please ensure that the update was successful.

Please note: failure to update a password will eventually result in the user being locked out of CM/ECF. If a user fails five login attempts, he or she will be locked out for five minutes. The next failed login will result in a timeout period of six minutes, the next seven minutes, and so on. The user can wait the requisite number of minutes and then try again or contact the CM/ECF Help Desk Line at 505-348-2075 (Option 3) for this or any other questions regarding CM/ECF. Thank you.