



Access the DAARS Production environment using this link:  
[azdaars.getcare.com](http://azdaars.getcare.com)  
Log-on using your current password.



You will immediately get a prompt that your password has expired and that you have to specify a new one. There are spaces here for you to enter your new **Logon Password** and to verify it by "Re-typing" it. Enter your new **Logon Password** in both spaces before clicking on the "Save" button.  
**See the new password requirements below:**

**New password requirements:**

- Minimum length has to be 8 characters.
- Maximum length is 32 characters.
- Password shall contain at least two alphabetic (at least one must be upper and one must be lowercase).
- Password must contain one non-alphabetic (numeric) character.
- Password cannot contain control characters and other non-printing characters.
- Password cannot contain user name.
- Signature password must be different from login password.
- Cannot re-use a previous password.
- Password reset prompt will appear every 30 days.
- Number of failed login attempt before lockout is 3 attempts.

Currently, there is a little pop-up reminder box that will appear telling the user to change their password (which they will have already done). Please ignore this for now as it will be fixed so the prompt will only appear within 6 days of needing to change their password (every 30 days).

The screenshot shows the DAARS dashboard interface. At the top, there is a navigation bar with menu items: I & R, Caretool, Operations, Financial, and Admin. Below this, a "Dashboard" header indicates "Password expires in: -3 day(s)" and a "Reports" button. The main content area is titled "Welcome" and contains a "To Dos & Reminders" section with several radio button options for filtering tasks. A modal dialog box is displayed in the center, containing the text "Please change your password!" and a red "Ok" button. A red box highlights the dialog, and a red arrow points from a larger red box on the right containing explanatory text.

**Please change your password!**  
**Ok**

You will get a prompt telling you to change your password. Click on the "OK" button as you have already changed your password.

This screenshot shows the same DAARS dashboard as above, but with the "User Preferences" link in the top banner highlighted by a red box. A red arrow points from this box to a larger red box on the right containing explanatory text. The "User Preferences" link is located in the top right corner of the dashboard banner, next to "Dashboard | Help | Logout | Not Tony? Click here".

**User Preferences** | Dashboard | Help | Logout | Not Tony? Click here

You now need to change your **Signature Password** by clicking on "User Preferences" in the DAARS top banner.  
You can also change your logon or signature password at any time by going to "User Preferences".

Remember that the **Logon** and **Signature** Passwords *cannot be the same!!!!*

The screenshot shows the DAARS web application interface. At the top, there is a navigation bar with the DAARS logo and menu items: I & R, Caretool, Operations, Financial, and Admin. Below this is a dashboard area with a 'Password expires in: -3 day(s)' notification and a 'Reports' dropdown menu. The main content area is titled 'Welcome' and contains a 'To Dos & Reminders' section. The 'User Preferences' form is the central focus, with a red box highlighting the 'I would like to change my Signature Password' option, which is checked. Below this option are two password input fields labeled 'Signature:' and 'Re-type Signature:'. A red arrow points from a text box on the right to the 'Save' button at the bottom of the form. The text box contains instructions on how to change the signature password.

Indicate that you are changing your **Signature Password**.

There are spaces here for you to enter your new **Signature Password** and to verify it by “Re-typing” it. Enter your new password on both spaces before clicking on the “Save” button.

The new password requirements are in effect for both the **Logon** and **Signature Passwords**!!!!

**New password requirements:**

- Minimum length has to be 8 characters.
- Maximum length is 32 characters.
- Password shall contain at least two alphabetic (at least one must be upper and one must be lowercase).
- Password must contain one non-alphabetic (numeric) character.
- Password cannot contain control characters and other non-printing characters.
- Password cannot contain user name.
- Signature password must be different from login password.
- Cannot re-use a previous password.
- Password reset prompt will appear every 30 days.
- Number of failed login attempt before lockout is 3 attempts.