DIVISION OF DEVELOPMENTAL DISABILITIES

TOPIC: Single Sign-On System – Accessing the Qualified Vendor Portal through FOCUS

And Security Changes

Following are some of the security related changes that are implemented as part of this install.

1. Every user on their first login after the install will be prompted to setup security questions. These security questions will be used in order to reset their password when they click on "Forgot Password".
2. Password requirements have been updated to contain at least one number, one upper case letter, and one lower case letter. It must be between 8 and 32 characters in length. Special characters are not allowed.
3. Users will be required to change their password every 3 months.
4. The new password cannot be the same as the past 6 passwords.

Any questions regarding security changes, please contact the DDD Product Support at 602-771-1444.