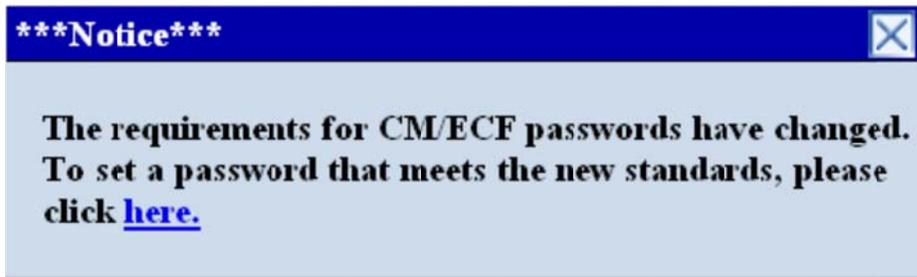


Attorney Updates and Changes in CM/ECF Release of Version 5.0-5.1.1

I. Password changes

A. CM/ECF now requires users to create more secure passwords. Passwords must be at least eight characters long and include both uppercase and lowercase alphabetic characters and at least one digit or special character (for example, 0-9, @, #, \$, %, &, *, +). After logging in with your current password, a pop-up message will instruct you to change your password.(See figure 1 below)

Figure 1. - Pop-up Message Instructing User to Change Password



B. When you click on the “here” link, as shown in figure 1 above, the following screen appears. Change your password and then click **Submit**. (See figure 2 below). Please note your new password.

Figure 2 - Change Your Password Screen

More User Information for Sam Pythagoras

Login	pyth	Last login	09-23-2010 18:13
Password	<input type="password"/>	Current login	09-23-2010 18:13
	<small>minimum 8; upper- & lower-case letters; include digit or special character</small>	Create date	07/11/2007
Registered	Y	Update date	07/11/2007
Internet Credit Card	N		
Default Printer			
Additional Printers			
Groups	Attorney		

C. Multiple Login Attempts – **AVOID**

After five (5) invalid login attempts, the user's account will be “**locked**” for **five minutes** and the following error message will appear:

Your account is temporarily disabled because an incorrect password was given 5 times. If you do not know who entered the incorrect passwords, or if you need to have your password changed, please contact the System Administrator. Otherwise, please try again in approximately 5 minutes.

After the initial five minute timeout period has expired, the next failed login attempt will increase the timeout period to six minutes. After the new six minute timeout period has expired, the next failed attempt will increase the timeout period to seven minutes, and so on.

II. Logging out of CM/ECF

- A. When you click **Logout** from the main blue menu bar, the following pop-up message will appear:

