

The ESS system works on R3 system in background therefore if you change your ESS password but your R3 password is still non-compliant to the policy the **system asks for R3 Password change** at appropriate places while working in ESS. To avoid any confusion it is suggested to change your R3 (SAP) password first and then login and change ESS password.

In compliance with the new security policy, following password rules will be implemented in the ERP production servers -

#### **(A) SAP R3 System**

1. New password policy would require the R3 password to be of minimum 8 characters long and it must contain at least 1 numeric and at least 4 alphabets.
2. A new password will require having at least two character differences with respect to the earlier password.
3. Password will expire in 90 days after which a password change will be forced.
4. System is configured to remember one earlier password and would not allow the new password to be set to earlier one.
5. A user account will get locked if it has not been used for 100 days.

#### **(B) ESS (Employee Self Service) or Enterprise Portal System-**

1. New password policy would require the ESS password to be of minimum 8 characters long and it must contain at least 2 alphabets.
2. Password will expire in 90 days after which a password change will be forced.
3. System is configured to remember one earlier password and would not allow the new password to be set to earlier one.

**The new password policy in the ERP production servers will be effective from 21<sup>st</sup> June 2010.** Compliance to the new password policy will be forced at the next logon event of a user i.e. all users logging in after 21<sup>st</sup> June 2010 will be forced to change their passwords and keep it as per the new policy.

**NOTE** - The expiration time setting of 90 days will be implemented from 1<sup>st</sup> July 2010 in the Enterprise Portal.