

Managing Your SIMS Password

Everything You Need to Know About Changing Your SIMS Password,
But Were Afraid to Ask

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New Password Rules for SIMS

To comply with new CUNY security policies, SIMS access is now under the control of the Resource Access Control Facility (RACF) security system. All SIMS accounts are now created and managed under this system. This has important implications for your password.

Under RACF, rules have been implemented that control the type of password you create and how often it must be changed. The rules for RACF passwords are as follows:

Rules for Password Makeup

- Your password must be exactly eight (8) characters (numbers and letters) long. No more, no less.
- Your password must have at least one number, but your password cannot start with a number. (ex. HUNT9ER1, G96H3754 or ADGL4501 are good passwords. 1357953G or 1AGTEHJZ are not good passwords).
- You must not use common words (or words found in the dictionary), proper names or personally identifiable words or numbers as a password, (i.e. nicknames, birthdates, name of spouses or children or other personal information), that someone may easily guess.
- **Jumbled letters and numbers make the best passwords.**

Rules for Password Lifetime

- Your password will expire and must be changed at least every 45 days.
- When you change your password, the new password must not be too similar to the old password – don't use the same letters to start or end it, or the same numbers in the middle.
- You cannot reuse the past twelve (12) passwords for your SIMS account.
- Accounts that are not used for 120 days will be deactivated. To reactivate the account, you will need to call the Faculty & Staff Helpdesk. Your account will then be reactivated and assigned a new password.
- Accounts that are assigned a new password will expire on first use. You will be required to change that password.

How to Create a Good Password That You Will Remember

Coming up with a password, let alone creating a *good* one, and one that you will also easily remember, can at times be frustrating. Below is a way that may help you to create one. Of course, you may use any other method you feel most comfortable with, as long as you come up with a good password.

1. Take a phrase from a novel, a song, or a play, such as *"To be or not to be, that is the question"*.
2. Take the first letter of each word: **t b o n t b t i t q**
3. Take the first eight letters: **t b o n t b t i**
4. Replace the letter "o" with "0" (zero); replace the *second* "t" with a number "2" (so "to be" becomes "2b"), giving: **t b 0 n 2 b t i**
5. This is now a good strong password. Don't use this one! It is only an example and everyone has now seen it written down. Use a phrase that you know and will remember. Be as creative as you can be!

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Other Password Tips

- NEVER SHARE YOUR PASSWORD WITH OTHERS.
- Never include your password in an email.
- Do not cooperate with anyone who orders you to use a specific password.
- Oh! Did I mention? **NEVER SHARE YOUR PASSWORD WITH OTHERS.**

How to Change Your Password in SIMS

For the purpose of this documentation, the example that will be used is of a new SIMS user who has just been assigned the following SIMS account information:

SIMS UserID: **TSTPM** Password: **HUNT1234**

This user has also followed the instructions above to help create a new password. The password that will be used was the one created under “How to Create a Good Password That You Will Remember” above.

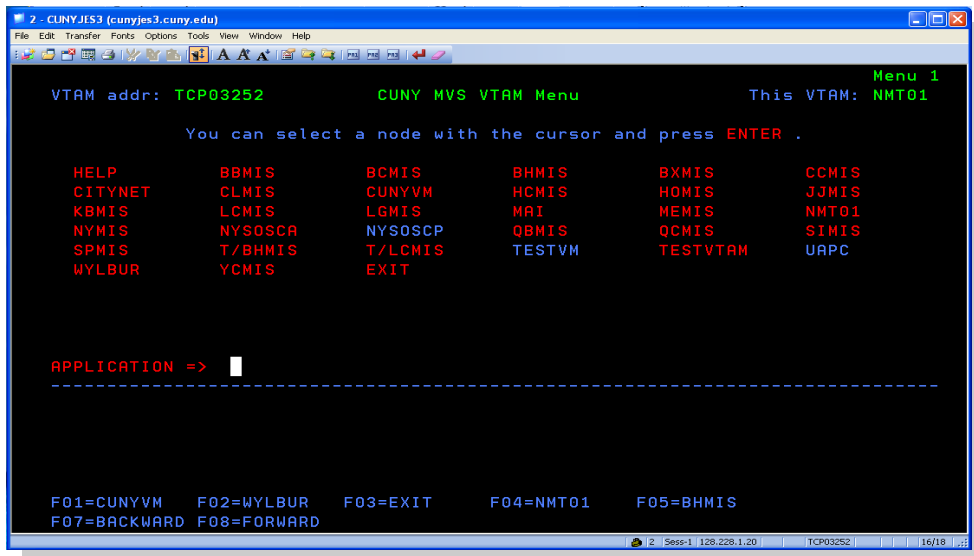
New Password: **TB0N2BTI** (“0” = zero)

The following will demonstrate the steps required to change a SIMS password. If you are a **first time user**, begin with **Step 1**. If you are an **existing user** and you are reading this because your password has just expired after 45 days, then you can skip to **Step 4**.

Steps to Change Your SIMS Password.

1. Select the SIMS System from the VTAM Menu.

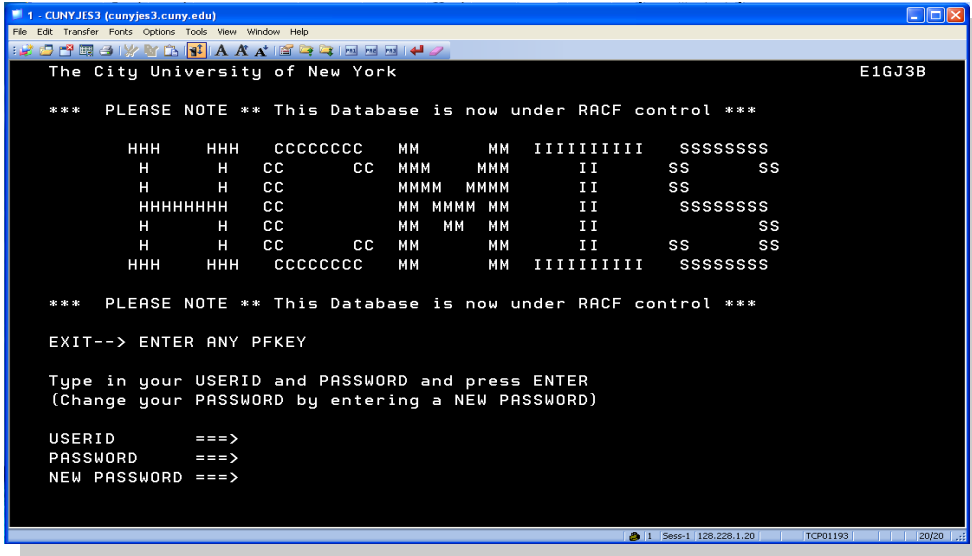
Type: **HCMIS** on the APPLICATION => line.



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2. Sign on Screen for the SIMS System at Hunter College.

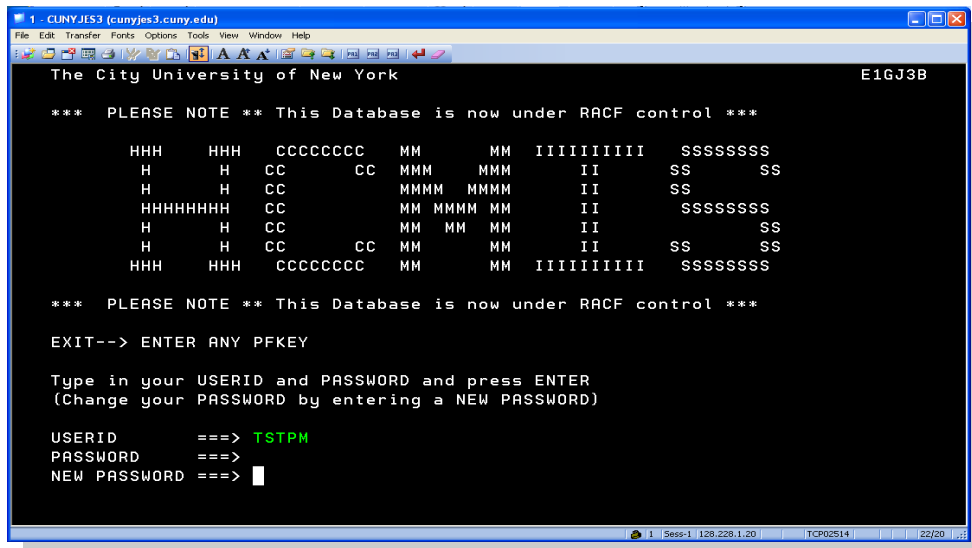
This is the sign on screen for the SIMS system at Hunter College. If you do not see **HCMIS** on your screen, you are in the wrong system. Go back to **Step 1**.



3. Sign on to SIMS System.

- Type: [your] SIMS UserID on the
USERID ==> line **TSTPM** (Cursor will jump to the next line.)
- Type: [your] Password on the
PASSWORD ==> line **HUNT1234** (Cursor will jump to the next line.)
- Hit the **ENTER** key

Please note that the cursor will always end on the next line as you finish typing each line. After you have typed your Password, the cursor will be on the NEW PASSWORD line.



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4. PASSWORD expired.

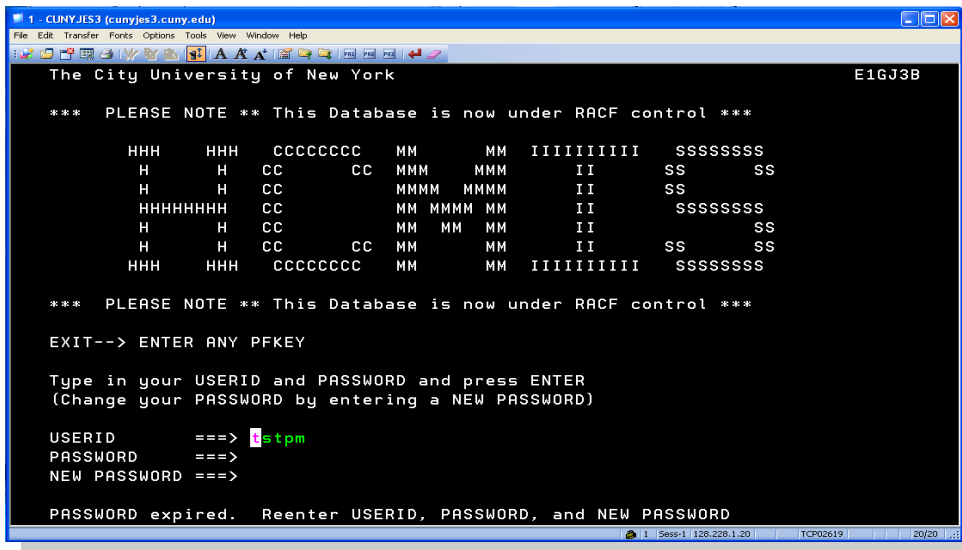
The first time you sign on to SIMS with your new password, and 45 days after each time you change your password, your password will expire. If your password has expired, you will see this message at the bottom of your screen:

PASSWORD expired. Reenter USERID, PASSWORD, and NEW PASSWORD

With the cursor positioned on the USERID line,

- a. **Type:** [your] SIMS UserID on the
USERID ==> line **TSTPM** *(Cursor will jump to the next line.)*
- b. **Type:** [your] expired Password on the
PASSWORD ==> line **HUNT1234** *(Cursor will jump to the next line.)*
- c. **Type:** [your] new Password on the
NEW PASSWORD ==> line **TB0N2BTI** *(Cursor will jump to the next line.)*
- d. Hit the **ENTER** key

Please note that the cursor will always end on the next line as you finish typing each line. After you have typed your New Password, the cursor will be on the USERID line.



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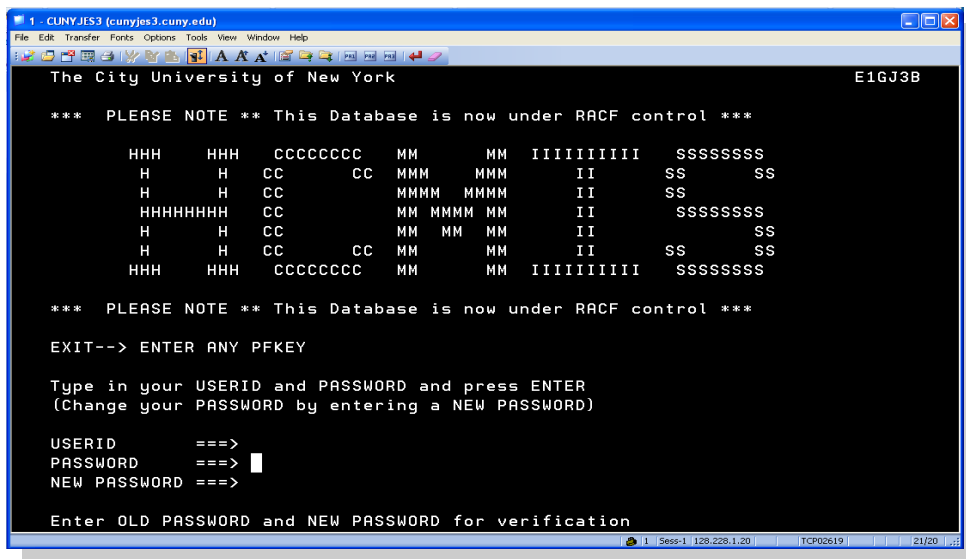
5. PASSWORD Verification.

You will now be asked to verify the information you just entered. You will be asked to reenter the old (expired) password and the new password.

With the cursor positioned on the PASSWORD line,

- Type:** [your] expired Password on the
PASSWORD ==> line **HUNT1234** *(Cursor will jump to the next line.)*
- Type:** [your] new Password on the
NEW PASSWORD ==> line **TB0N2BTI** *(Cursor will jump to the next line.)*
- Hit the **ENTER** key

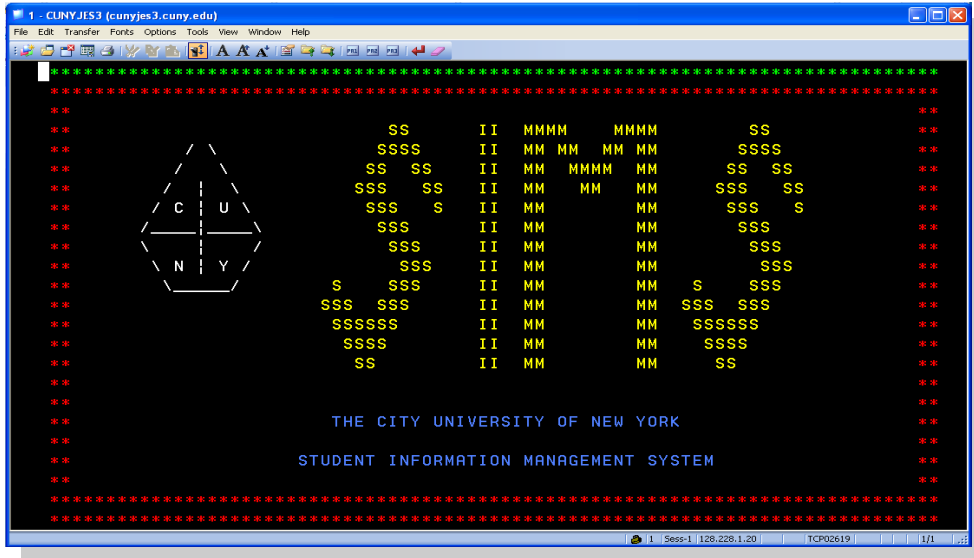
Please note that the cursor will always end on the next line as you finish typing each line. After you have typed your New Password, the cursor will be on the USERID line.



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6. Successful Sign On ...

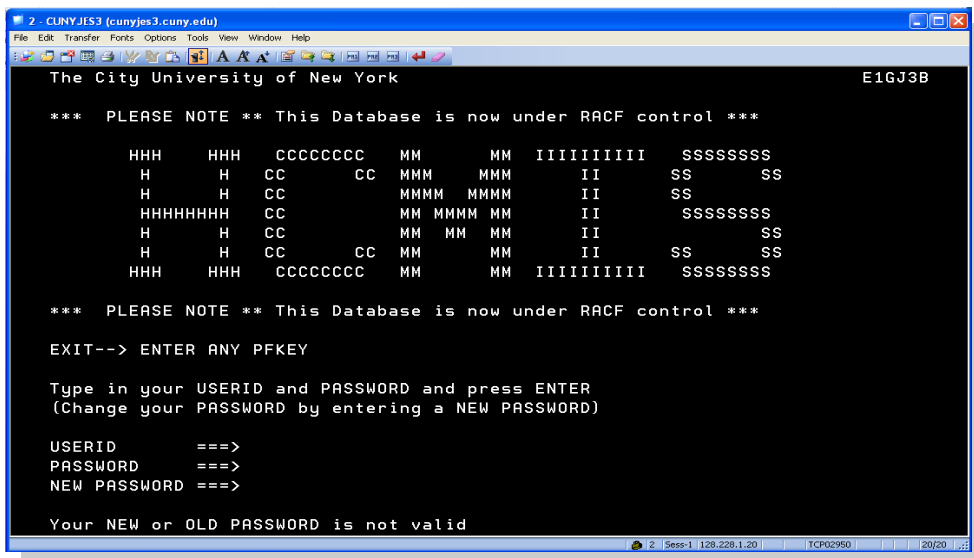
If at this point you now see the following screen, **CONGRATULATIONS!!!!** You have successfully changed your password and signed on to SIMS. From this point on, you are to use your new password to sign on to SIMS. In 45 days, you can dust off this documentation and do it all over again.



7. Or Failure.

I guess if you are reading this, you either have nothing better to do or were not successful in changing your password. You are probably looking at a screen similar to this.

What could have possibly gone wrong? The following are Error Messages you may see if you attempt to sign on to SIMS was not successful, with a description as to the cause and solution.



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Error Message:

- **PASSWORD verification error, please signon.**
The passwords you entered during the verification step did not match the passwords you entered in the initial step. It could have been that either (expired or new) passwords were mistyped when asked to retype them for verification. You will have to start the sign on process from Step 3. The good news is that your new password is a good password. If it wasn't, you would have seen the next message.
- **Your NEW or OLD PASSWORD is not valid.**
Your new password does not conform to the new password rules. Please make sure you have created a good password.
- **User revoked OR already signed on OR not authorized to signon.**
One of the following reasons may be the cause of the problem:

User Revoked: Your account has expired. This will occur if you have not used the account for 120 day. You could also receive this message if you have made many unsuccessful attempts to sign on to your account. **Call the Faculty & Staff Helpdesk.**

Already Signed On: Is it possible that you may have already signed on at another location? If this is the case you must log off from that other computer before you can sign on again. If you find someone else has signed on using your account, you **MUST IMMEDIATELY CHANGE YOUR PASSWORD.** Remember never to share your password.

Not Authorized to Signon: Your account is no longer active. **Call the Faculty & Staff Helpdesk.**