
ADMINISTRATION POLICY

Title: TEMPORARY PASSWORD POLICY

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Table of Contents

POLICY STATEMENT	2
Background	2
Purpose	2
Applicability	2
Definitions	3
Responsibility	3
History and Updates	3
Website Address	4
PROCEDURES	3 - 4
RELATED DOCUMENTS	4
APPENDIX (N/A)	4

Policy Statement

To provide ECI staff a standardized a method of creating temporary passwords for certificate holders who have trouble logging into their CMS portal.

BACKGROUND

ECI has been asked to provide temporary passwords by certificate holders who cannot log into the CMS portal.

PURPOSE

EnviroCert International, Inc. (ECI), through its family of certifications, serves the public trust by providing programs that certify qualified environmental professionals in a variety of fields. EnviroCert recognizes that at times the Certification Management System (CMS) does not allow certificate holders to log into their accounts. This policy provides a means which allows these certificate holders to receive a temporary password to do so.

APPLICABILITY

This policy applies to all ECI staff and certification holders.

DEFINITIONS

Temporary Password – a password set by an authorized ECI staff member that must be reset upon login to the CMS portal by the certificate holder.

RESPONSIBILITY

The ECI Administrative Committee is responsible for establishing and maintaining this policy including the following actions:

ECI staff is responsible for maintaining this policy including the following actions:

- Verifying certificate holder identification
- Entering the temporary password per this policy

- Verifying that the certificate holder has gained access to their CMS portal

Certificate holders are responsible for:

- Verifying identification
- Working with ECI staff in providing information in the temporary password development
- Verifying access has been gained and the temporary password reset upon login

History

N/A

Updates

This policy should be reviewed every two (2) years by the Administrative Committee and revised as necessary.

Website Address

www.envirocertintl.org

Procedures

ECI has established the following procedures for setting temporary passwords:

1. ECI staff receives a request from a certificate holder for a temporary password due to difficulties logging into the CMS portal.
2. ECI staff verifies the certificate holder's identity
4. ECI staff along with the certificate holder develop a temporary password in the following manner;

The temporary password shall be a form of the certificate holder's birthdate, month, day, and year.

- The month shall be a three (3) letter abbreviation with the first letter capitalized;
 - a. Jan

- b. Feb
 - c. Mar
 - d. Apr
 - e. May
 - f. Jun
 - g. Jul
 - h. Aug
 - i. Sep
 - j. Oct
 - k. Nov
 - l. Dec
- The day shall be a two (2) digit number followed by an explanation mark, in example 01!
 - The year shall be the last two (2) digits in their birth year, in example 1998 would be 98
 - Examples – **Jan01!92**, **Mar25!84**, **Dec13!68**
5. Once established ECI staff shall enter the temporary password into the portal and confirm the password.
 6. The certificate holder shall then log onto the CMS portal using the temporary password and reset the password as prompted by CMS.
 7. Upon successful login, ECI staff shall enter a record in the certificate holders candidate history on the CMS portal stating what occurred.
 8. International temporary password resets shall be Eci123!

Related Documents

ECI Documents:

Other Documents:

Related Links:

Appendix
