
**DISTRIBUTED USER PROFILE PAGE
FOR AGENCY SECURITY LIAISONS**
Last Updated April 16, 2013



PART A

RESETTING PASSWORDS IN CORE-CT

In accordance with OSC Memorandum 2011. 23, November 7, 2011, Comptroller's Core-CT Systems Security for State Employees, the role of resetting passwords for users in Core-CT is now available for authorized Security Liaisons in state agencies. Moving this responsibility to the agencies will give the agency more control over user access issues as well as streamline the password reset process. A new menu item, Distributed User Profiles, has been added in Core-CT for this purpose.

Part A of this job aid includes information on related Password Reset controls, liaison roles and responsibilities as well as the instructions for resetting passwords, as follows:

Section I shows how to reset passwords in Core-CT;

Section II shows how to audit and manage valid emails and user System Profiles, and;

Section III defines role and Password Control Standards in Core-CT.

Note: Valid emails and system profiles need to be completed in order for a User to be able to use the Forgot Your Password? Automated password reset feature on the Core-CT logon page, per below:

A screenshot of the Core-CT logon page. At the top, the "Core-CT" logo is displayed. Below the logo, there is a form with the following elements: a "User ID:" label followed by a text input field containing "YabroskyMa"; a "Password:" label followed by an empty text input field; a "Sign In" button; and a blue arrow pointing to a blue hyperlink labeled "Forgot your password?".

Core-CT

User ID:

Password:

[Forgot your password?](#)

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Section I: Resetting Passwords

To access the [Distributed User Profiles](#) page, Navigate to: PeopleTools>>Security>>User Profiles>>Distributed User Profiles

- a) Enter the User ID in the Search Field under '**Find an Existing value**' tab and Click **Search**'; click on the **UserID**' in the listed results

Distributed User Profile

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Search by: begins with

[Advanced Search](#)

Two red arrows are present: one pointing upwards to the "Search" button and another pointing upwards to the search criteria input field containing "CTSECLIAISON".

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b) On the **General Tab**, delete the `!otsq(ã)` in the **Password** & **Confirm Password** Fields

General | ID | Forgot Password

User ID: CTSECLIAISON

Description: CCC-AGY SECURITY LIAISON TEST Account Locked Out?

Logon Information

Symbolic ID: SYSADM' ▾

Password: Password Expired?

Confirm Password:

User ID Alias:

[Edit Email Addresses](#) [Instant Messaging Information](#)

General Attributes

Language Code: English Enable Expert Entry

Currency Code:

Default Mobile Page:

Permission Lists

Navigator Homepage: Primary:

Process Profile: Row Security:

[General](#) | [ID](#) | [Forgot Password](#)

c) Change the User's password to one consisting of at least 8 characters including 3 digits in the Password and Confirm Password field; be certain the temporary password is not easy to guess (See Section III for Password Standards).

An example of a temporary password could be: VRX58AB2

Note: Passwords are encrypted (•••••...) to prevent others from reading the password on the screen.

d) Click in the **'Password Expired?'** Checkbox

e) If **'Account Locked Out?'** box is checked click to uncheck.

f) Click **Save**

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General

ID

Forgot Password

User ID: CTSECLIAISON

Description: CCC-AGY SECURITY LIAISON TEST

Account Locked Out?

Logon Information

Symbolic ID:

SYSADM

Password:

.....

Confirm Password:

.....

User ID Alias:

[Edit Email Addresses](#)

[Instant Messaging Information](#)

General Attributes

Language Code:

English

Currency Code:

Default Mobile Page:

Enable Expert Entry

Permission Lists

Navigator Homepage:

Primary:

Process Profile:

Row Security:

Save

Return to Search

[General](#) | [ID](#) | [Forgot Password](#)

g) Click 'OK' to accept the EMPLID warning message (if it appears).

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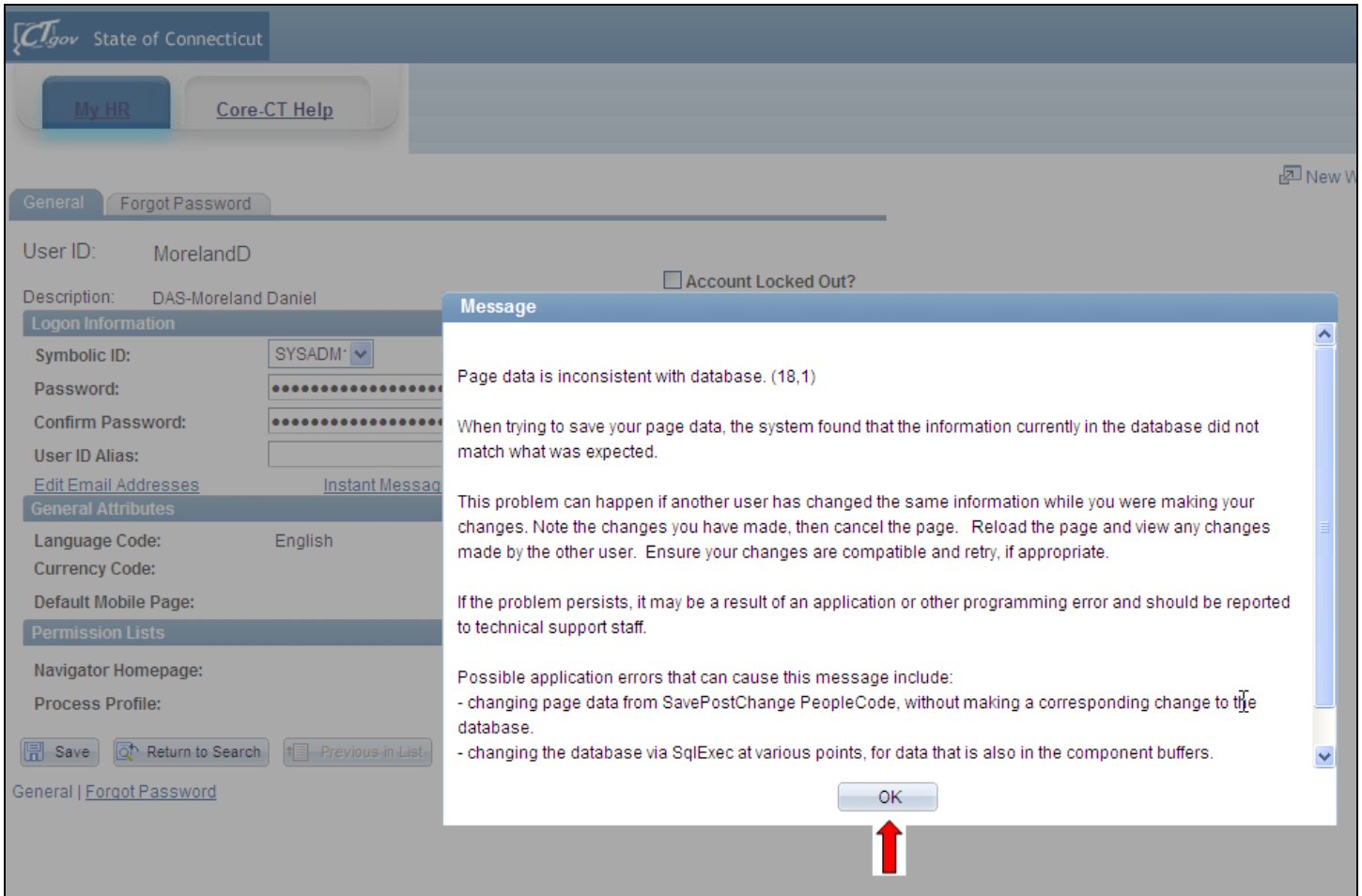
- h) This user's password has been reset: **You must email or directly contact the User with their new password** (*Do not share this temporary password with anyone else*). Because the **'Password Expire'** box is checked, the User will be prompted to change this temporary password the next time they log into Core-CT.

Note: When making changes in User Profiles, you will only be allowed to save 'one time.' If you attempt to save more than once in a session, you may receive the 'Page data is inconsistent with Dbase' message, as follows:

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i) Click **OK**



j) Click **Return to Search**

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CT.gov State of Connecticut

Favorites Main Menu > PeopleTools > Security > User Profiles > Distributed User Profiles

[My HR](#) [Core-CT Help](#)

General **Forgot Password**

User ID: MorelandD Account Locked Out?

Description: DAS-Moreland Daniel

Logon Information

Symbolic ID: SYSADM

Password: Password Expired?

Confirm Password:

User ID Alias:

[Edit Email Addresses](#) [Instant Messaging Information](#)

General Attributes

Language Code: English Enable Expert Entry

Currency Code:

Default Mobile Page:

Permission Lists

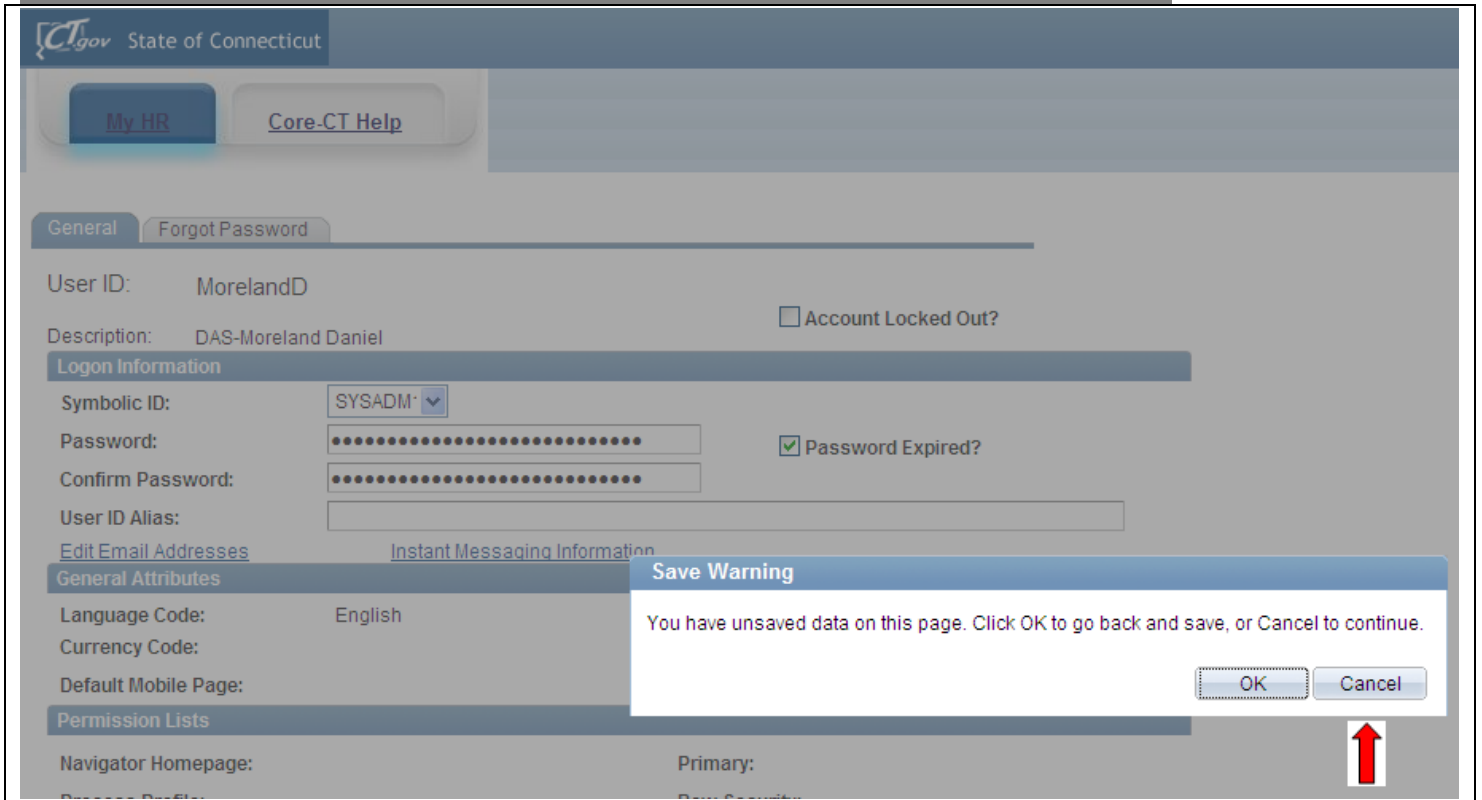
Navigator Homepage: Primary:

Process Profile: Row Security:

General | [Forgot Password](#)

k) Click 'Cancel' to continue and return to Search page

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Section II: Auditing Emails and UsersqSystem Profiles

Navigation: PeopleTools>>Security>>User Profiles>>Distributed User Profiles

a) Click on the **'Forgotten Password'** Tab. *(This tab will give you additional information about the user's Email and System Profile):*

If the user does not have an email address or their System Profile is not set up, a Red **X** will be displayed to the left. The example below shows this user has a user email, but has not set up the Challenge Question in their System Profile.

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CT.gov State of Connecticut

Favorites Main Menu > PeopleTools > Security > User Profiles > Distributed User Profiles

My HR Core-CT Help

General **Forgot Password**

User ID: MorelandD
Description: DAS-Moreland Daniel

✓ User has an email.

✗ User has not setup the challenge question.

Save Return to Search Previous in List Next in List

[General](#) | [Forgot Password](#)

b) To add or check an email address, click the **Edit Email Addresses**' link on the **General** tab.

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CT.gov State of Connecticut

Favorites | Main Menu > PeopleTools > Security > User Profiles > Distributed User Profiles

[My HR](#) [Core-CT Help](#)

General **Forgot Password**

User ID: MorelandD Account Locked Out?

Description: DAS-Moreland Daniel

Logon Information

Symbolic ID: SYSADM

Password:

Confirm Password: Password Expired?

[Edit Email Addresses](#) [Instant Messaging Information](#)

General Attributes

Language Code: English Enable Expert Entry

Currency Code:

Default Mobile Page:

Permission Lists

Navigator Homepage: Primary:

Process Profile: Row Security:

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#)

[General](#) | [Forgot Password](#)

- c) Check the user's email address and make sure it is correct; enter the correct email address if necessary (note: a valid personal email address may be used in lieu of, if no 'business' email address exists; however, the 'business' email type must still be selected.)

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- d) Click on and make sure the user's **'Primary Email Account'** check box is checked.
- e) Select and make sure that **'Business'** is displayed in the **'Email Type'** drop down box.
- f) Click **'OK'**

CT.gov State of Connecticut

Favorites | Main Menu > PeopleTools > Security > User Profiles > Distributed User Profiles

[My HR](#) [Core-CT Help](#)

Email Addresses

User ID: MorelandD

<u>Primary Email Account</u>	<u>Email Type</u>	<u>Email Address</u>		
<input checked="" type="checkbox"/>	Business	daniel.moreland@ct.gov	+	-

OK Cancel

- g) Click **OK** and then **Save**

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CT.gov State of Connecticut

Favorites Main Menu > PeopleTools > Security > User Profiles > Distributed User Profiles

My HR Core-CT Help

General **Forgot Password**

User ID: MorelandD Account Locked Out?

Description: DAS-Moreland Daniel

Logon Information

Symbolic ID: SYSADM Password Expired?

Password:

Confirm Password:

[Edit Email Addresses](#) [Instant Messaging Information](#)

General Attributes

Language Code: English Enable Expert Entry


Currency Code:

Default Mobile Page:

Permission Lists

Navigator Homepage: Primary:

Process Profile: Row Security:

Gen  [Forgot Password](#)

- h) If the user has not set up their system profile, contact the User and instruct that he/she update or complete their system profile, so they can utilize the [Forgot Your Password?](#) reset feature in the future

NOTE: If a User's email is invalid and they use the [Forgot Your Password?](#) feature, the Password email will be routed to the Outlook Undeliverable email server. The Core-CT help desk will forward

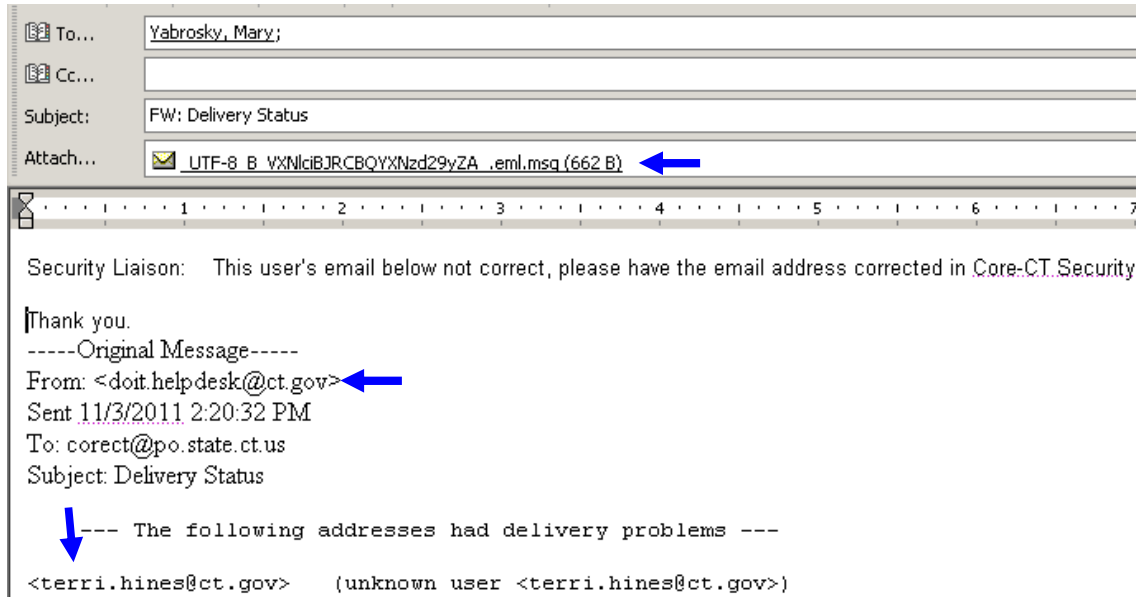
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these emails to the Security Liaisons for correction. The attachment in the email will include the new temporary password for this user.

An example of this undeliverable email message follows:



- i) If you receive and an undeliverable email message for a user, contact the user with their temporary password and have the invalid email address corrected.

Instructions on Setting up the System Profile and FAQs can be found on the Core-CT Security Website:

<http://www.core-ct.state.ct.us/security/pps/pwreset.pps#1>

<http://www.core-ct.state.ct.us/security/docs/psswrdrstfaq.doc>

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Section III: Core-CT Password Standards and Controls

- All passwords expire in ninety (90) days.
- Users will be warned for fifteen (15) days prior to the password expiration.
- Five (5) logon attempts are allowed before the account is locked out.
- The password can not match the User ID.
- The password must be at least eight (8) characters in length, three (3) of which must be digits. Six (6) passwords are retained in the system.
- Both alphabetic and numerical characters are allowed.
- Passwords should be obscure rather than obvious.
- All users with valid email addresses must set up their user profile in Core-CT to be able to use the password reset feature in Core-CT. Please use the following link for instructions on setting up user profile: <http://www.core-ct.state.ct.us/security/pps/pwreset.pps>
- Only authorized agency security liaisons can request password resets from a Core-CT Application Security Administrator, when necessary.
- Effective November, 2011, primary Agency Security Liaisons will have the ability to reset passwords in their agencies.

Please refer to OSC Memorandum 2011-23 dated November 7, 2011 for policies and procedures on Core-CT Systems Security for State Employees:

<http://www.osc.ct.gov/2011memos/numbered/201123.htm>

A new role has been created to restrict access to resetting passwords and auditing User Emails and System Profiles.

The rolename is CT SECURITY LIAISON and can be found in both the Financial and HRMS role handbooks as of 12/15/11:

http://www.core-ct.state.ct.us/docs/hrms_role_handbook_task_55.doc

http://www.core-ct.state.ct.us/training/docs/financials_role_handbook.doc

Important Note: Current Primary Security Liaisons are responsible for the authorization and dissemination of this role in their agencies and use the CO-1092 process to request access. The Liaison must also provide all relevant information and training to additional staff prior to assigning the role; the Core-CT Security team can be also be available to train, upon request. For more information on Security Liaison roles and responsibilities, please go to the Security Liaison Guide:

http://www.core-ct.state.ct.us/security/docs/liaison_guide.doc

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PART B

UPDATING AGENCY ACRONYM IN USER PROFILE DESCRIPTION FIELD

In addition to the [General](#) and [Forgot Password](#) pages within the Distributed User Profile, you will also see an [ID](#) page. This is where agency information associated with the User's primary job can be updated by the Security Liaison. Often times, an employee will transfer from one agency to another and will reflect so in Job Data. However, the agency in the User's Profile in Core-CT is not updated and will need to be done so manually by the receiving agency Security Liaison.

Once the Security Liaison learns that a new employee has transferred from another agency, they can update the agency acronym for this employee on the ID, as follows:

The screenshot shows the Core-CT user profile interface. At the top, there are navigation tabs: "My HR", "Finance", and "Core-CT Help". Below these are sub-tabs: "General", "ID", and "Forgot Password". A red arrow points to the "ID" tab. The "ID" page displays the following information:

User ID: CTSECLIAISON
Description: MHA-AGY SECURITY LIAISON test

ID Types and Values Find | View All | First 1 of 1 Last

ID Type: Employee + -

Attribute Name	Attribute Value	Description
EMPLID	123556	Liaison, Security

User Description

Description: MHA-AGY SECURITY LIAISON test

[Set Description](#) or type in User Description.

[Save](#) [Return to Search](#) [Add](#) [Update/Display](#)

[General](#) | [ID](#) | [Forgot Password](#)

Upon changes, the description field will be updated with the current agency acronym.