Texas ELMS

Passwords and TX-UNPS

TEXAS**ELMS**
ELIGIBILITY LIST MANAGEMENT SYSTEM

Table of Contents
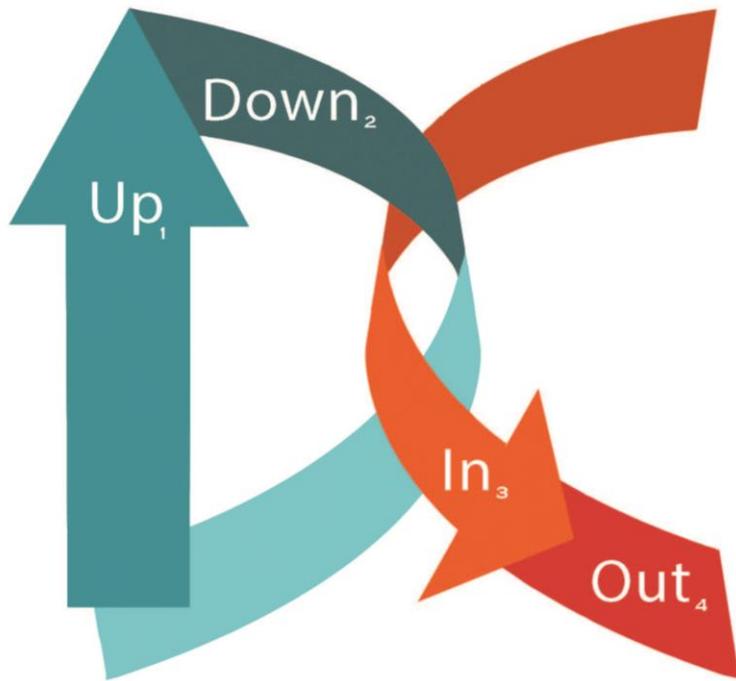
This unit includes instructions on:

- Warning about security risks and DCDV passwords
- What to do when locked out while changing passwords
- Managing your passwords in the three main browsers

Security Risks and Passwords

Warning!
Do Not Store DCDV or TX-UNPS Passwords

- **Do not** allow your browser to store passwords used to gain access to the DCDV portal.
- Your browser **could be hacked,** which would allow access to the DCDV records that contain personally Identifiable Information (PII).

Here is an example of why you should not save these passwords:
A CE had saved her password for the TX-UNPS login when she forgot to logoff her computer at the end of the day. As she quickly returned a few minutes later, a coworker was using her computer without changing logins. She asked him to logoff and re-log in for security purposes. She realized her saved passwords could have caused a security breach and deleted them immediately.

Remember:
It is NOT a good practice to save these passwords in the browser. Saved passwords make it easy for someone to login and steal information.

Changing Passwords

Getting Locked Out After Changing Your Password

If you change your password in TX-UNPS get locked out of the Direct Certification/Verification system:

- You can use your "old" password for 24 hours if you go straight to the DCDV log-in page.
- If you do not have this page bookmarked, login to TX-UNPS, go to the DC login, bookmark the page, log out of TX-UNPS and then close your browser.
- Re-open the browser and click the DC login bookmark.
- NOTE: If you have made more than 5 unsuccessful login attempts, you will be locked out for 24 hours.

Managing Your Passwords

Within the Chrome Browser

- Open your **Chrome** browser and from the top right **Chrome** menu button, select Settings.
- Scroll down and click **Show** advanced settings.
- Next find the **Passwords and forms** section and click on the **Manage passwords** link.

- **Note** – it may ask for the <u>Windows</u> password, do not use your Chrome or Google password.
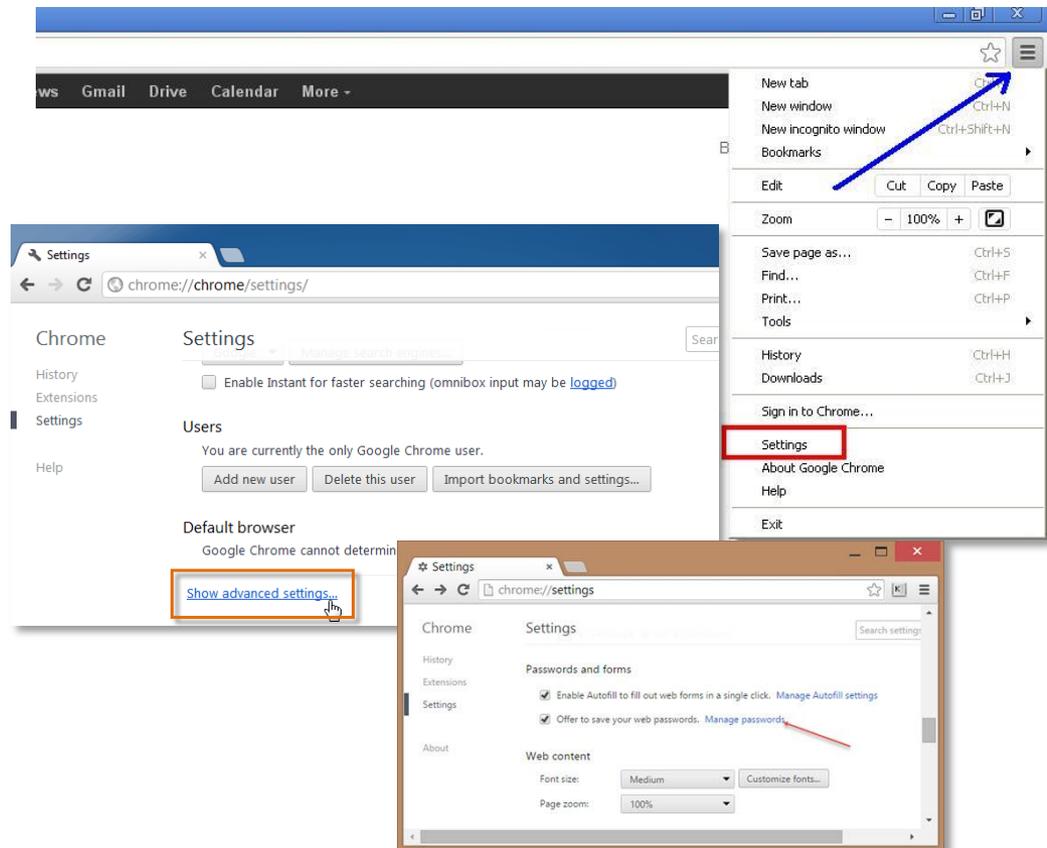
Managing Your Passwords

Within the Firefox Browser

Manage usernames and passwords:

- Click the menu button and choose **Options**.
- Click the **Privacy & Security** panel.
- Click **Saved Logins** under **Forms & Passwords** to open password manager.
- To see the passwords you have saved, click **Show Passwords**.
- When you close the window, your passwords will be automatically hidden.
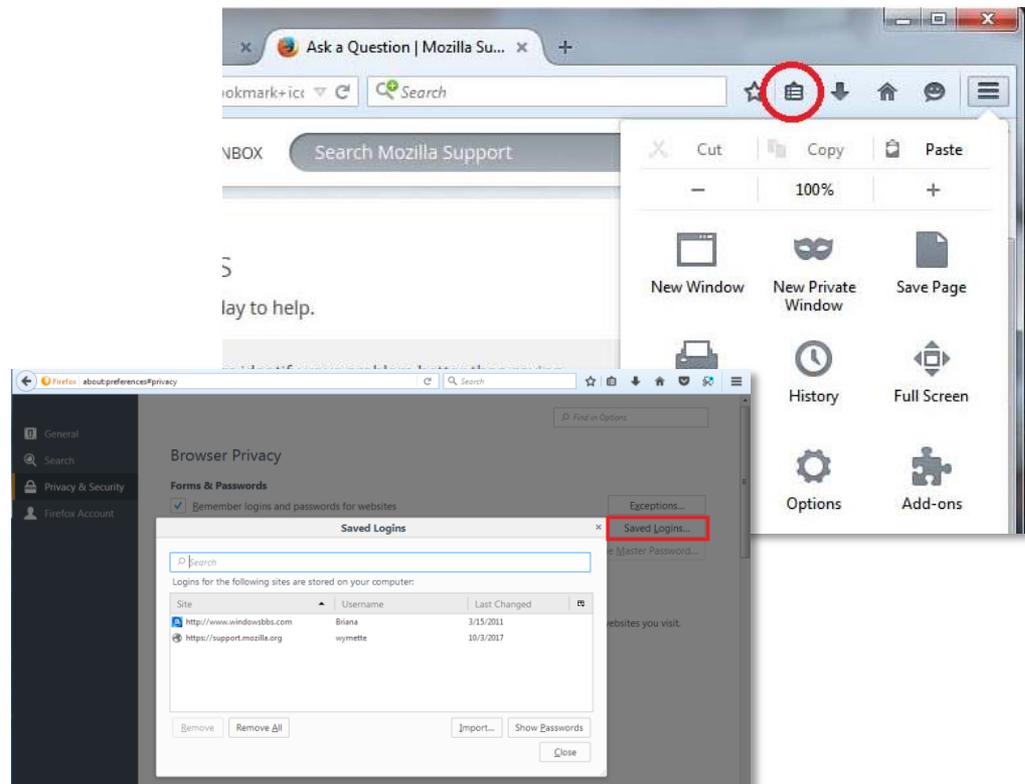
Managing Your Passwords

Within Internet Explorer

Step 1: Launch Internet Explorer browser.

- Click on the **Gear** icon that appears at the upper-right of the browser window
- and then click **Internet Options** to open the same.
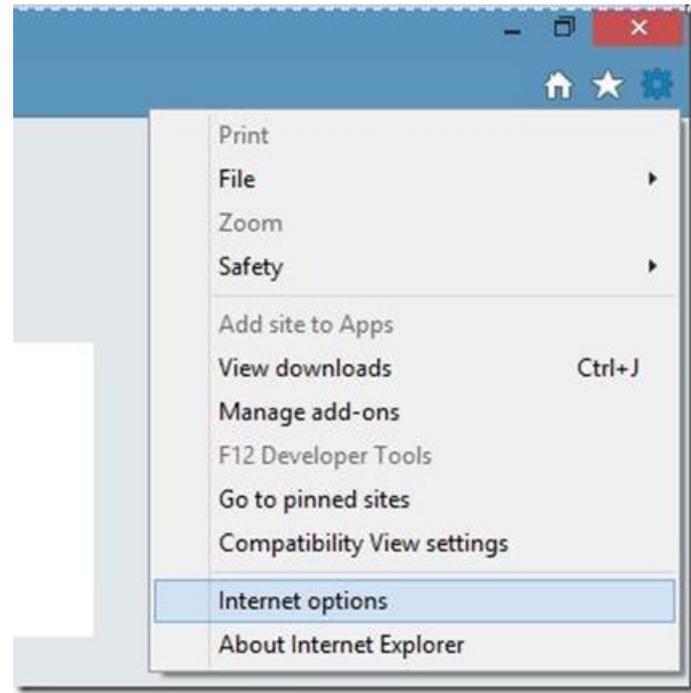
Managing Your Passwords

Within Internet Explorer

Step 2:

Here, switch to the Content tab.

Step 3:

- Under AutoComplete tab, click **Settings** button to open AutoComplete Settings dialog
- Click **Manage Passwords** button to open Credential Manager window.

- *As an alternative, open **Credential Manager** by typing Credential Manager in the Start screen, change the search filter to Settings, and then press the enter key.*
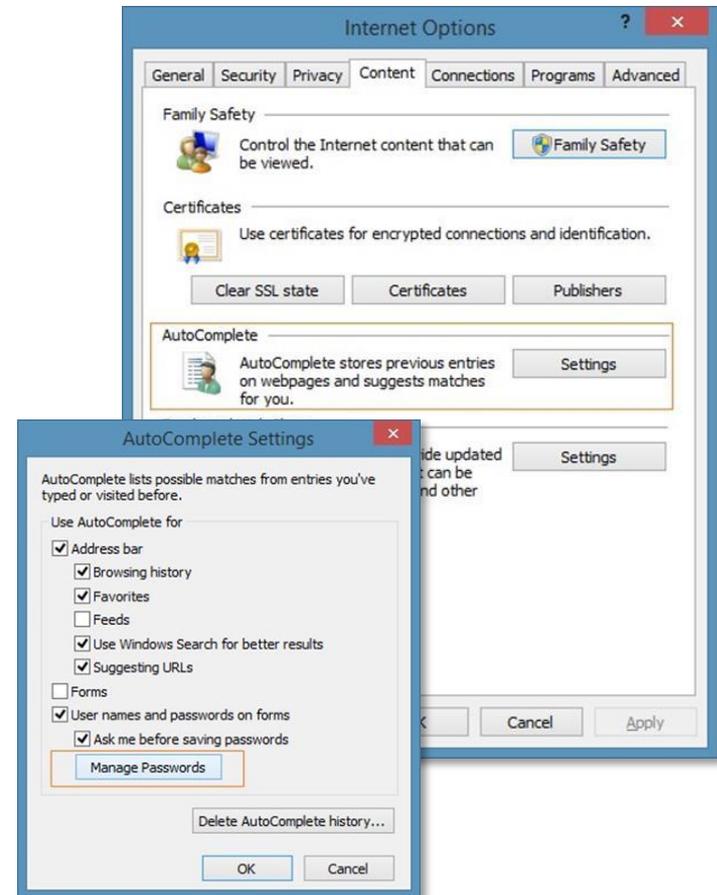
Managing Your Passwords

Within Internet Explorer

Step 4:
- Once Credentials Manager is launched, select **Web Credentials** to view all saved usernames and passwords in Internet Explorer browser.
- Click the down-arrow button next to an URL to view the saved username for that URL.
- Credential Manager hides the password behind asterisks. To view the password, click on the **Show** button next to the password, and then type your Windows account password.
- Click the **remove password** button to remove the selected URL, username, and password.