



NCAS SECURITY - PASSWORDS

JOB AID NCAS-4

NCAS

The purpose of this job aid is to share password requirements for the North Carolina Accounting System (NCAS).

Password Requirements

- **90 Day Password Expiration Period:** NCAS users are required to change their password every 90 days.
- **Seven Day Password Warning Period:** A warning message is displayed within the NCAS system. Beginning on the seventh day prior to password expiration, the user will begin receiving messages that read "YOUR PASSWORD WILL EXPIRE IN # DAY." If the password is not changed within seven days of the initial warning, the operator ID status will become **EXPIRED**.
- **90 Day Inactivity Period:** If an NCAS user fails to successfully log in during a 90-day period, the operator ID status will become **INACTIVE**.
- **Three Failed Login Attempts:** if an NCAS user attempts to log in and is unsuccessful in three consecutive attempts in one session, the NCAS system operator ID status will become **REVOKED**.
- **Password Resets:** If an operator ID becomes Revoked, Expired, or Inactive, the agency NCAS Security Administrator must contact OSC Support Services at (919) 707-0795 to have the password reset. Support Services will assign a temporary password and change the operator ID status to **EXPIRED**. Once the password is reset, the NCAS user will be required to change their password during their next sign-on attempt.