Terminal Operations

FUNCTION NAME: **RESET SMARTCARD PASSWORD**

WHEN TO USE:

-      For a delegated administrator (DA) to reset the smartcard password of his/her CCMS users.
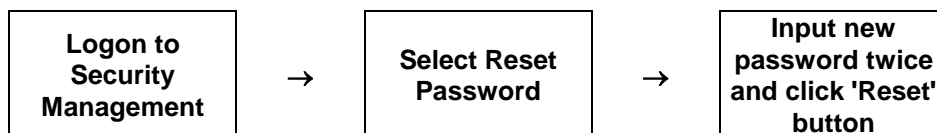
AVAILABLE FUNCTION TIME:

- Available from 7:00 a.m. to 7:00 p.m. Monday to Friday, and from 7:00 a.m. to 1:00 p.m. Saturday (except holidays).

FUNCTIONAL DESCRIPTIONS:

- if a user (other than a DA) forgets his/her smartcard password, he/she should inform the DA as soon as possible and request the DA to assign a new smartcard password to him/her.

- DAs can make use of this function to assign new smartcard password.

- A DA should insert the smartcard into the smartcard reader before attempting to change the smartcard password.

- smartcard password should consist of 6 - 8 digits.

- when completed, a message 'Smartcard password reset successfully' will be prompted to the user.

- maker-checker mechanism is not applicable to the function.

- the function can be separately assigned to different DAs.

The access path for reset password is:

Logon to Security Management	→	Select Reset Password	→	Input new password twice and click 'Reset' button

RESET PASSWORD – Sample Screen:

DESCRIPTION OF FIELDS:

Field	*Description/Format*
New Password	- enter new smartcard password. - must consist of 6 - 8 digits.
New Password (Re-enter)	- enter new smartcard password again. - must be the same as New Password