

MVD Procedural Quick Update

#17

RE: MVD 2.0 “Reset Password” Function
Effective date: Immediate

Date: October 6, 2006
To: All MVD
From: Mac Lewis, MVD Policy and Procedures Manager

[This is the latest in a series of procedural updates. These updates deal with specific MVD procedures and practices. Managers and Supervisors should consistently distribute the updates to all personnel and integrate them into regular information and training sessions.]

Effective October 4, 2006, clerks have exclusive control of the process of setting and resetting their own passwords in MVD 2.0. Except for the initial set-up of a clerk's first temporary password, managers will no longer have access to or control over the clerk's password functions.

To give employees more control over and responsibility for their own passwords, and to help prevent fraudulent issuance of driver licenses and IDs at field offices, MVD has implemented a new “Reset Password” function within the set of utilities to which each clerk has access.

The new function is simple and easy-to-use. At the “Welcome to MVD Utilities” page in MVD 2.0, click on the “+” sign to the left of “Utilities” to expand the list of Utilities options. Click on “Reset Password.” The reset password screen will appear as shown below. To reset your password, enter your initials, office code, current password and new password. Verify the new password by entering it again and click “Submit.” It’s that simple!

Reset Password		
Enter Clerk Initials	:	<input type="text"/>
Enter Office Code	:	<input type="text"/>
Enter Current Password	:	<input type="text"/>
Enter New Password	:	<input type="text"/>
Verify New Password	:	<input type="text"/>
Submit Reset Exit		

We recommend that every authorized MVD 2.0 user immediately use the new reset password function to create a new personal password. Your initials and password are your “fingerprints” on each transaction you complete. Now, for the first time, the new “Reset Password” function gives you exclusive control over your own password.

REMEMBER: NEVER, EVER, EVER SHARE YOUR PASSWORD WITH ANYONE.

Please refer any comments or questions regarding this Quick Update to Mac Lewis, Policy and Procedure Manager at mac.lewis@state.nm.us.
