

RE: New MVD 2.0 Login and Password Procedures
Effective date: Immediate

Date: April 17, 2009
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 immediately, MVD has implemented new MVD 2.0 procedures, including a new "Clerk log on" screen, a new "Get Your New Temporary Password" screen and new password requirements.

For increased data security, and to satisfy Social Security Administration (SSA) requirements for restricting access to customers' Social Security Number (SSN) information, MVD has implemented these new procedures in MVD 2.0.

New log on screen:

The new log on screen gives each MVD 2.0 user the ability to reset the user's password if the user is locked out. If you are ever locked out of the system and need a new password, click reset password on the Clerk Logon Screen.

New temporary password screen:

You will then, on the Get Your New Temporary Password screen, need to enter your full SSN, driver license number, date of birth and Office Code.

The system will then give you a temporary password good for one log in. Once you log in using the temporary password, you will be prompted to reset your password.

New password requirements:

- Logon passwords will expire every 90 days effective immediately.
- Current user passwords will expire on April 28, and all agents will be required to create new passwords using the new password requirements.
- The new passwords must be 8 characters minimum, 15 characters maximum and must include 1 capital letter, 1 number and 1 special character (!@#\$\$%^&*()_).

Also effective immediately, user-initiated SSOLV checks will be limited to those (very few) users who have been granted that specific access.

Field office managers and supervisors should refer any comments or questions regarding this Procedural Quick Update to their Bureau Chiefs, with cc to mac.lewis@state.nm.us. Others are encouraged to direct comments or questions directly to Mac Lewis.
