

Enhanced eHR Security—March 31, 2017

new world ERP – Foundation



©2017 Tyler Technologies, Inc.

Data used to illustrate the reports and screens may include names of individuals, companies, brands, and products. All of these names are fictitious; any similarities to actual names are entirely coincidental. Further, any illustrations of report formats or screen images are examples only, and reflect how a typical customer would install and use the product.

Contents

eHR Settings	1
General Settings Additions.....	1
Password Complexity Configuration.....	2
Password Reset Process.....	2
Employee and Administrator Account Management	4
Unlocking a locked-out user	4

Enhanced eHR Security—March 31, 2017

new world ERP – Foundation

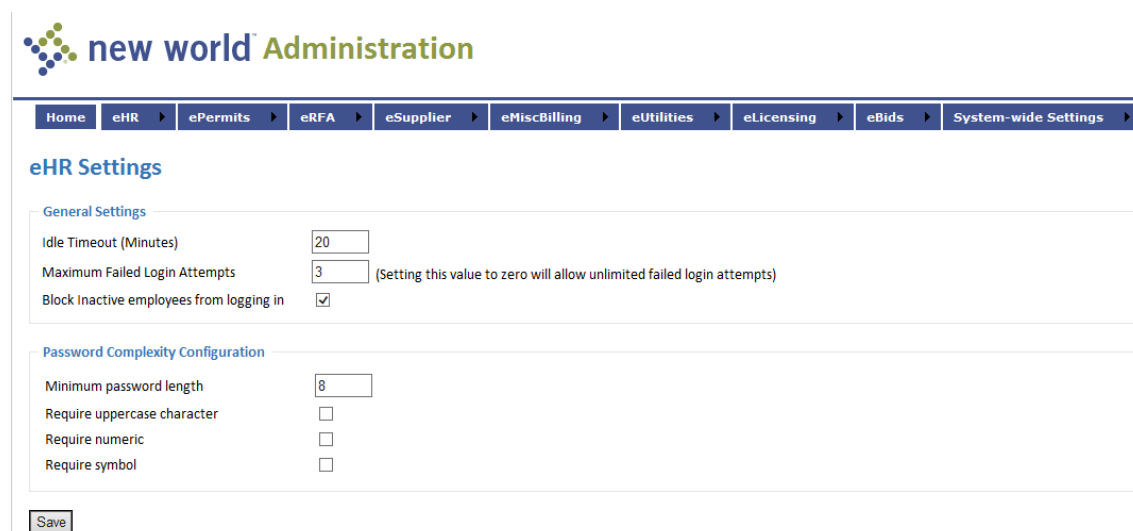
INTRODUCTION

This document details the enhancements that are included in the March 31, 2017, patch for eHR Security. The pages affected are eHR Settings, Employee Account Management and Edit Administrator Account.

eHR SETTINGS

eAdministration > eHR > eHR Maintenance > eHR Settings

The eHR Settings page has been enhanced with an expanded **General Settings** section and a **Password Complexity Configuration** section:



new world Administration

Home eHR ePermits eRFA eSupplier eMiscBilling eUtilities eLicensing eBids System-wide Settings

eHR Settings

General Settings

Idle Timeout (Minutes)

Maximum Failed Login Attempts (Setting this value to zero will allow unlimited failed login attempts)

Block inactive employees from logging in ☒

Password Complexity Configuration

Minimum password length

Require uppercase character ☐

Require numeric ☐

Require symbol ☐

GENERAL SETTINGS ADDITIONS

Maximum failed login attempts: Sets the number of times a user may enter incorrect login credentials before being locked out. A value of **0** will allow an unlimited number of failed login attempts. The valid range of entries for this field is **0** to **10**. The default is **3**.

Block inactive employees from logging in: If selected, prohibits employees with an inactive status from logging into the eHR system.

PASSWORD COMPLEXITY CONFIGURATION

Use this section to set the password complexity requirements for eHR users and administrators.

Minimum password length: Must be between 5 and 25 characters. The default entry is **8**.

Require uppercase character: Select if password must contain at least one uppercase letter. Default is checked.

Require numeric: Select if password must contain at least one numeric digit. Default is checked.

Require symbol: Select if password must contain at least one symbol (#, *, %, etc.). Default is checked.

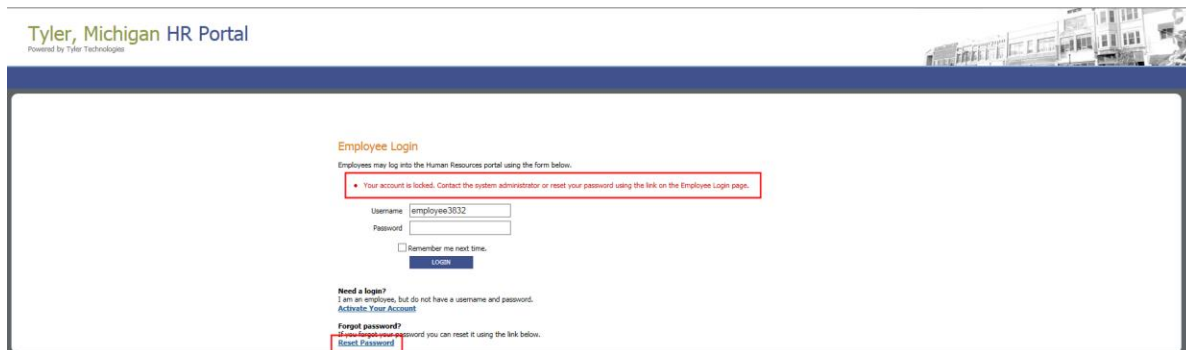
Password complexity requirements are enforced on the following pages:

- Employee Account Management (*eAdministration > eHR > eEmployee > Employee Account Maintenance*)
- Activate Your Account (link from Employee Login page)
- Maintain My Account (link from eHR Welcome page)
- Employee Login
- Password Expired
- Password Reset

Note: These requirements apply to creating and updating passwords, not to logging in with an existing password that may not adhere to the current requirements.

PASSWORD RESET PROCESS

A user whose failed login attempts reach the maximum number of failed attempts identified in eHR Settings will be presented with a locked-out message in red on the Employee Login page:



The screenshot shows the 'Tyler, Michigan HR Portal' header. Below it, the 'Employee Login' section contains a message: 'Your account is locked. Contact the system administrator or reset your password using the link on the Employee Login page.' This message is highlighted with a red box. Below the message are input fields for 'Username' (containing 'employee3032') and 'Password', a 'Remember me next time' checkbox, and a 'Login' button. At the bottom, there are links for 'Need a login?' and 'Forgot password?'. The 'Forgot password?' link is highlighted with a red box.

Clicking the *Reset Password* link will open the Password Reset page, where the user will be asked to type a *Username* and click **CONTINUE**:

Tyler, Michigan HR Portal

Powered by Tyler Technologies

Password Reset

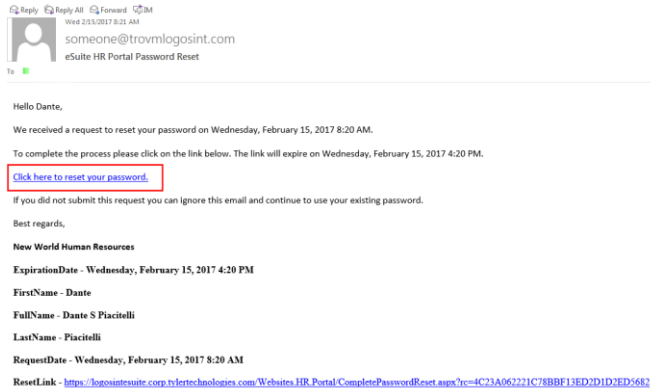
Enter your username and click the Continue button below. An email will be sent to your primary email address on record containing a password reset link.

Username

CONTINUE

A password reset email has been sent to your primary email address.

A user with a primary email address identified in new world ERP will receive an email at that address with a link to a Password Reset page that will ask for the last four digits of the user's SSN and a new password:



Password Reset

Enter the information below to select a new password.

Last 4 Digits of Your SSN

New Password

Confirm New Password

CONTINUE

The new password must adhere to the complexity settings in eHR Settings and must be different from the user's current password. After clicking **CONTINUE**, the user will be taken to the Employee Login page:

Employee Login

Employees may log into the Human Resources portal using the form below.

Username

Password

☐ Remember me next time.

LOGIN

Need a login?

I am an employee, but do not have a username and password.

[Activate Your Account](#)

Forgot password?

If you forgot your password you can reset it using the link below.

[Reset Password](#)

Note: The email link will be valid for eight hours before the user will need to return to the Employee Login page to restart the process of resetting the password.

The content of a "Password Reset" email may be set up in new world ERP at *Maintenance > new world ERP Suite > System > Email Templates*.

EMPLOYEE AND ADMINISTRATOR ACCOUNT MANAGEMENT

UNLOCKING A LOCKED-OUT USER

eAdministration > eHR > eEmployee > Employee Account Maintenance

A *Locked* check box has been added to the Employee Account Management page:

Home

eHR

ePermits

eRFA

eSupplier

eMiscBilling

eUtilities

Employee Account Management

Select an Employee

DepartmentAll Departments

Employee StatusActive

Employee3832 - Piacitelli, Dante S

Selected employee found. Edit account details below.

Manage Employee Account

Selected Employee3832 - Piacitelli, Dante S

Employment StatusActive

Usernameemployee3832

Password

Confirm Password

Active☒

Locked☒

Supervisor Logos User

SaveCancelDelete User

Access Roles

☒ Unselect All

☒ eBenefitsEmployee

☒ eBenefitsLifeEventEmployee

☒ eHumanResourcesEmployee

☒ eRequestForActionEmployee

☒ eTimeOffRequest

☒ eTimesheetEmployee

☒ eTimesheetSupervisor

☒ eTimesheetSupervisorEdit

This box will be checked for a user who is locked out of the system after having reached the *Maximum failed login attempts* identified in eHR Settings. If necessary, an administrator may deselect this box and click **Save** to unlock the user. This check box is enabled only when a user is locked out.

A *Locked* check box also has been added to the Edit Administrator Account page (*eAdministration > System-wide Settings > Administrator Accounts > User Name*):

new world Administration

Home eHR ePermits eRFA eSupplier eMiscBilling eUtilities eLicensing eBids System-wide Settings

Edit Administrator Account

User Information

Username

Password

Confirm Password

Locked ☐

Module Access

☒ Super User

☐ ePermits

☐ eUtilities

☐ eSupplier

☒ eHR

☒ eTimesheet

☒ eBenefit Enrollment

☒ eRequest For Action

☒ eRecruit

☐ eLicensing

☐ eBid

☐ eMiscBilling

This box will be checked for an administrator who has exceeded the number of allowable invalid logins; a locked-out administrator, however, will not have a password reset option but will need to contact another eSuite administrator.