

Enhanced eSuite Security—April 28, 2017

new world ERP – Foundation



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Contents

Logout enforced after inactivity	1
Global login and password complexity configuration added to System-wide Settings in eAdministration...	2
Login Configuration.....	3
Password Complexity Configuration.....	3
Email address change in eHR triggers email notifications to previous and new addresses	5
Appendix	8
Login/Logout Auditing.....	8

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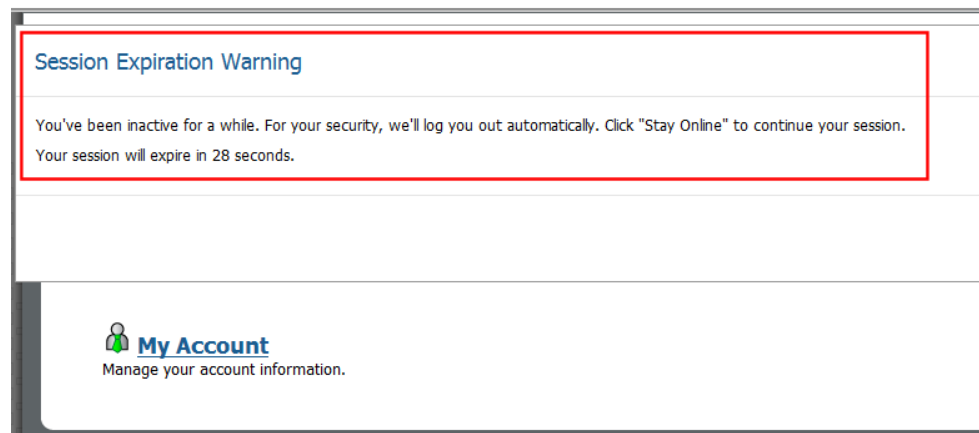
INTRODUCTION

This document details the enhancements that are included in the April 28, 2017, patch for eSuite Security.

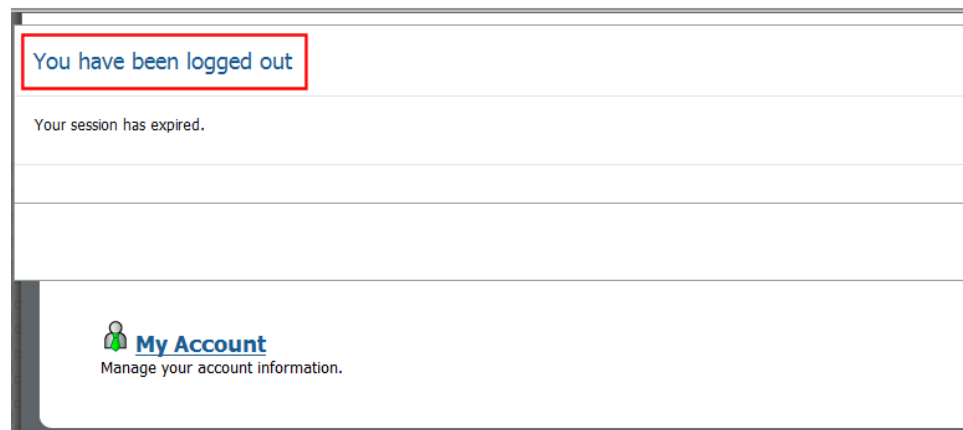
LOGOUT ENFORCED AFTER INACTIVITY

If an eHR user leaves a page idle for longer than the number of minutes identified in the *Idle Timeout* field in eHR Settings, a Session Expiration Warning dialog will open, giving the user the option to remain online or log out within the next 30 seconds. If the user does nothing within that time, a logout will be enforced automatically, and the user will be navigated to the Employee Login page:

Session Expiration Warning

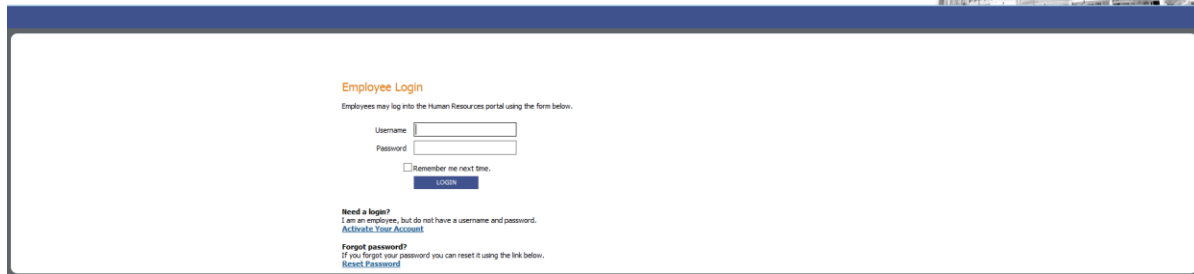


Logged out message



Employee Login

eSuite HR Portal
Powered by Tyler Technologies

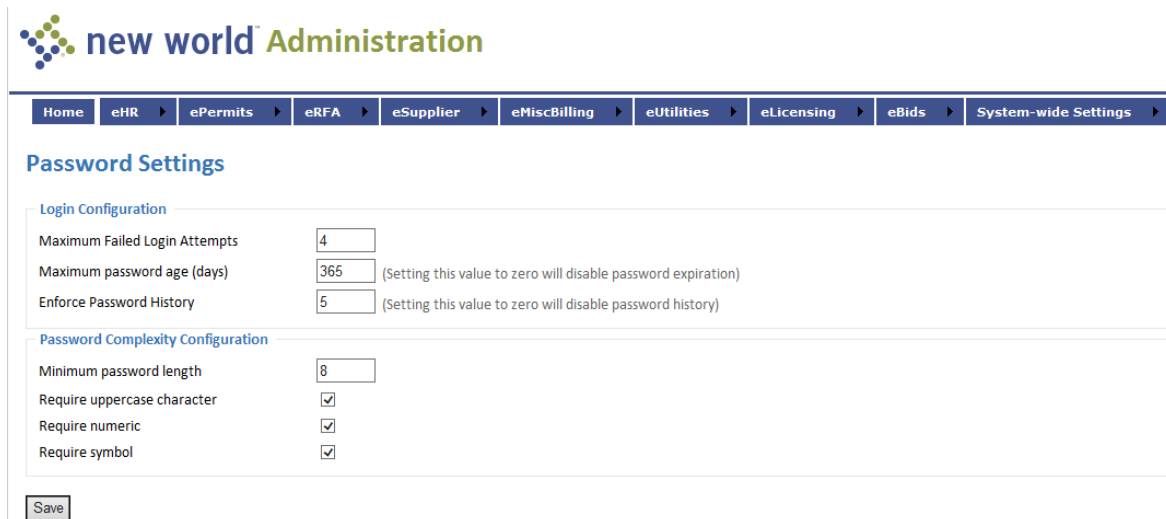
A screenshot of the Employee Login page. At the top, it says "Employee Login" and "Employees may log into the Human Resources portal using the form below." There are input fields for "Username" and "Password". Below the password field is a checkbox labeled "Remember me next time." and a "Login" button. At the bottom, there are links for "Need a login?", "Forgot password?", "Activate Your Account", and "Reset Password".

The auto logout will be enforced on all eHR pages.

GLOBAL LOGIN AND PASSWORD COMPLEXITY CONFIGURATION ADDED TO SYSTEM-WIDE SETTINGS IN eADMINISTRATION

eAdministration > System-wide Settings > Password Settings

A global Password Settings page, available only to eAdministrators with “super user” rights, has been added to the System-wide Settings menu in eAdministration. Login and password settings applicable to eHR, ePermits Contractor, eSupplier and eMiscBilling may be viewed and modified from this page:

A screenshot of the Password Settings page in the eAdministration system. The page has a navigation bar with links: Home, eHR, ePermits, eRFA, eSupplier, eMiscBilling, eUtilities, eLicensing, eBids, and System-wide Settings. The "System-wide Settings" link is active. The page title is "Password Settings". There are two main sections: "Login Configuration" and "Password Complexity Configuration". The "Login Configuration" section has three settings: "Maximum Failed Login Attempts" (4), "Maximum password age (days)" (365), and "Enforce Password History" (5). The "Password Complexity Configuration" section has four settings: "Minimum password length" (8), "Require uppercase character" (checked), "Require numeric" (checked), and "Require symbol" (checked). There is a "Save" button at the bottom.

Most of the settings have been moved to this page from the eHR Settings page (eAdministration > eHR > eHR Maintenance > eHR Settings).

Note: Current eHR settings will be preserved when this April 28, 2017, patch is applied.

Settings are grouped under two categories: **Login Configuration** and **Password Complexity Configuration**:

LOGIN CONFIGURATION

Maximum failed login attempts: Sets the number of times a user may enter incorrect login credentials before being locked out. The valid range of entries for this field is **1** to **10**. The default is **3**.

Maximum password age (days): Sets the number of days before a user's password expires and must be updated. The valid range of entries is **0** to **365** days. When the selected number of days has passed, the user will receive a password expiration notice and be prompted to select a new password by entering his or her current password and a new password. Selecting **0** for the *Maximum password age* disables the password expiration feature. New in release 2017.1, this setting has been made available for releases 9.5 SP1 and 9.5 C SP1 and applies to eHR, ePermits Contractor, eSupplier and eMiscBilling.

Enforce Password History: Identifies the number of new passwords that must be set before a previous password can be reused; for example, if *Enforce Password History* is **3**, when a user sets a new password, the last three passwords cannot be used. The default entry is **5**.

Note: Passwords set by administrators, while recorded, are not checked against password history.

PASSWORD COMPLEXITY CONFIGURATION

Minimum password length: Determines the minimum number of characters a password must contain. The number 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. The box is selected by default.

Require numeric: Select if password must contain at least one numeric digit. The box is selected by default.

Require symbol: Select if password must contain at least one symbol (#, *, %, etc.). The box is selected by default.

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.

The ePermits Contractor, eSupplier and eMiscBilling modules have been updated to use the password complexity settings; for example, the image below shows the error messages displayed when an ePermits contractor attempts to create an account using a password that fails to comply with the complexity settings:

eAdministration > ePermits > Contractor Account Management > Create New Account

new world Administration

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

Create New Contractor Account

The information was not saved. Please correct the following information:

- Password must be between 6 and 25 characters
- Password must contain an uppercase letter
- Password must contain a symbol
- Password must contain a number

Associated Business

All ePermit accounts must be associated with a licensed contractor who is set up in new world ERP.

Business Name

Username & Password

Username 7-100 letters and numbers only

New Password

Confirm Password

Status ☐ Inactive ☒ Active

Email & Notifications

An email address is required and will be used only for official business.

Email Address

☐ Receive Permit Status Updates - This Contractor will receive email updates for status changes of their permits.

Save Changes

The same password complexity settings will apply to the Edit Contractor Account page (eAdministration > ePermits > Contractor Account Management > edit) and to the Contractor Account Activation and Forgot Password pages that are accessed through the **Activate Account** and **Forgot Password** links on the eSuite Permits public portal:

Activate Account

Welcome Page

Contractor Account Activation

The information was not saved. Please correct the following information:

- Password must be between 6 and 25 characters
- Password must contain an uppercase letter
- Password must contain a symbol
- Password must contain a number

Company Identity Verification

Please answer the following questions to help us verify you are an authorized agent.

* Business Name

* Federal Tax ID

☒ I hereby assert that I am an authorized agent of the business described above.

Contractor Account Profile

Please fill in the following information to create your account.

* Desired Username 7-100 letters and numbers only

* Desired Password

* Confirm Password

* Email Address Used for official communications only.

CREATE ACCOUNT

Forgot Password

Welcome Page

Forgot Password

For security reasons, we do not send or display your password. Instead, we ask that you verify your identity and provide a new password. The information was not saved. Please correct the following information:

- Password must be between 6 and 25 characters
- Password must contain an uppercase letter
- Password must contain a symbol
- Password must contain a number

Company Identity Verification

In order to reset your password we must first verify your identity. Please provide the following information.

* Business Name

* Federal Tax ID

☒ I hereby assert that I am an authorized agent of the business described above and have been authorized to act on its behalf.

Contractor Account Profile

* Current Username 7-100 characters (letters and numbers only)

* New Password

* Confirm Password

[RESET PASSWORD](#)

EMAIL ADDRESS CHANGE IN eHR TRIGGERS EMAIL NOTIFICATIONS TO PREVIOUS AND NEW ADDRESSES

An eHR user whose email address is changed through the My Personal Information Change Request page will receive an email notification at the previous email address and one at the new address:

MY HR > Personal Information> MAKE CHANGES

Home » My HR » Personal Information » Personal Information Change Request

Personal Information Change Request

Some changes to personal information require HR approval.

Change Request Form

EFFECTIVE DATE *

Name

TITLE FIRST * MIDDLE LAST * SUFFIX

Phone

PHONE TYPE * (555)1231203 * EXTENSION

[Add Phone Number](#)

PRIMARY ☒ DELETE ☐

Email

EMAIL TYPE EMAIL ADDRESS

[Add Email Address](#)

PRIMARY ☒ DELETE ☐

Address

EFFECTIVE DATE * ADDRESS TYPE *

STREET ADDRESS 1 *

STREET ADDRESS 2

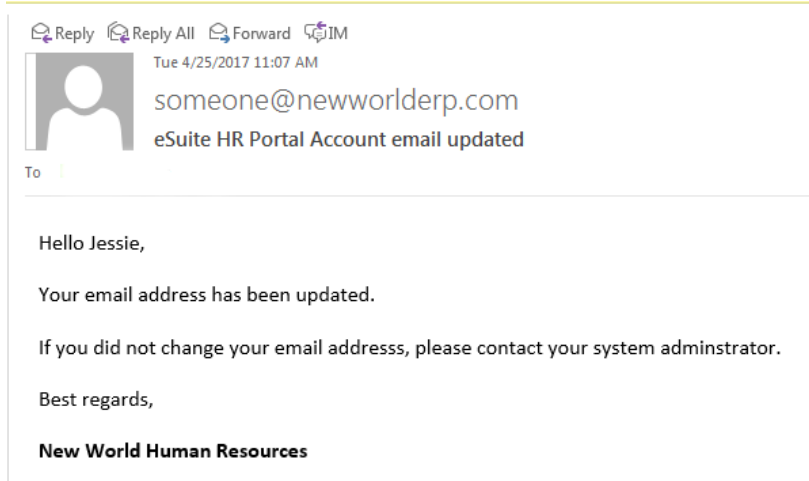
STREET ADDRESS 3

CITY * STATE * ZIP *

[Add Address](#)

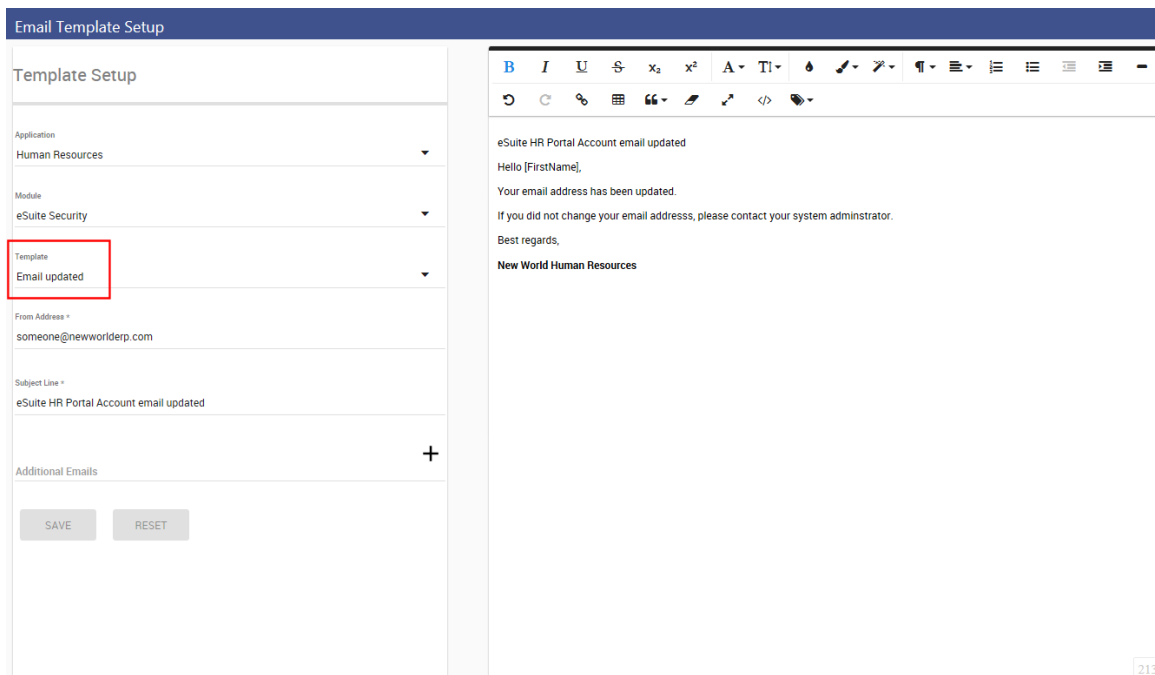
[SUBMIT CHANGES](#)

Email notification at previous address



A new template, **Email Updated**, has been created for this process and added to the *Template* drop-down on the Email Template Setup page in new world ERP. This template is used for the notification sent to the user's previous email address and includes the instruction to contact the system administrator if the user did not make the change:

Maintenance > new world ERP Suite > System > Email Templates



Emails will be sent only if approvals of employee email changes are not required through Employee Change Requests in new world ERP (Human Resources > eSuite > Employee Change Requests). Approvals

are not required if **Approval Required** is not selected for *Employee Email* on the Change Request Type page in new world ERP Maintenance:

Maintenance > new world ERP Suite > Security > Change Request Type

Change Request Type

Search Criteria

Request Type

Search **Reset**

Request Type	Approval Required
Applicant Reference	✓
Applicant Resume	✓
Applicant Skill	✓
Employee Address	✓
Employee Contacts And Dependents	✓
Employee Direct Deposit	✓
Employee Email	
Employee Name	✓
Employee Phone Number	

Refresh

APPENDIX

LOGIN/LOGOUT AUDITING

With the April 7, 2017, security patch, all login and logout activity in eAdministration, eHR, eSupplier and eMiscBilling was tracked and stored in the eSuite database.

With the April 28, 2017, patch, all login and logout activity in eUtility Management, ePermits Contractor and eLicensing also will be tracked and stored in the eSuite database.

The following items will be included in this audit:

- *User ID*
- *IP Address*
- *Session ID*
- *Area Name*
- *Username*
- *Logging Type*
- *Message*