



# EMPLOYER NOTICE

## ECS Changes

### WHO SHOULD READ THIS NOTICE

Payroll Officer, Human Resources and any OPERS employer contact working with ECS.

### SITUATION OVERVIEW

Updates were recently made to ECS that will provide added account security. These changes, going into effect June 11, include new password requirements and device authentication.

Employers will need to sign into ECS to update passwords and complete device authentication the first time signing into the system after the update is made.

**Existing login information will not work beginning June 11, 2020. Please see the attached document for instructions on how to log in your first time after this change.**

### Password security

When changing the passwords, ECS users must know the following:

- Current password
- Challenge question and response

If you do not know your challenge question, contact your delegated administrator to retrieve the information. **You must obtain this information before signing in to ECS the for the first time on or after June 11.** This information will be required to update your login information.

New password requirements:

- Must be at least eight characters long
- Must contain at least one capital letter
- Must contain at least one lower case letter
- Must contain at least one numeric value
- Cannot be the same as the Username
- Cannot be First Name or Last Name
- Restricts commonly used passwords

Please note: After five failed login attempts, you'll be locked out of the system and your account will reset after one hour. Passwords will expire after 12 months.

## Device Authentication

When logging into ECS for the first time with your new password, you'll be prompted to register each new device. A code will be sent to the device you choose and must be entered on a new screen to complete the registration process.

You must register at least one device for authentication. Refer to the next section to learn how to avoid re-authentication each time you log in.

When registering your device, the authentication screen will be prefilled with values from your user profile. Changing a value here will update your user profile.

Please note: If your email address or phone number are updated in your profile and were one of the options selected to register your device, you'll need to go into your ECS Settings and reselect that option to use when registering your device in the future.

The device authentication function remembers your device up to one year, per browser, such as Internet Explorer or Google Chrome. You must register each browser on your computer, if you plan to use more than one browser to access ECS. If you only use one browser, you only have to register that browser.

Once you've completed the device authentication, you will receive a confirmation email from OKTA security.

## New Settings menu option

This menu option replaces the previous Change Password option. This menu option launches a new menu page where you can:

- Change your password
- Change your challenge question and answer
- Update your Authentication Device options
  - After your initial authentication, you should go into this option and select "remember device" to avoid re-authentication each time you log in.

## WHAT EMPLOYERS NEED TO DO

After reviewing this Employer Notice, please contact Employer Outreach with any questions at 888-400-0965 or by email at [employeroutreach@opers.org](mailto:employeroutreach@opers.org).

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