

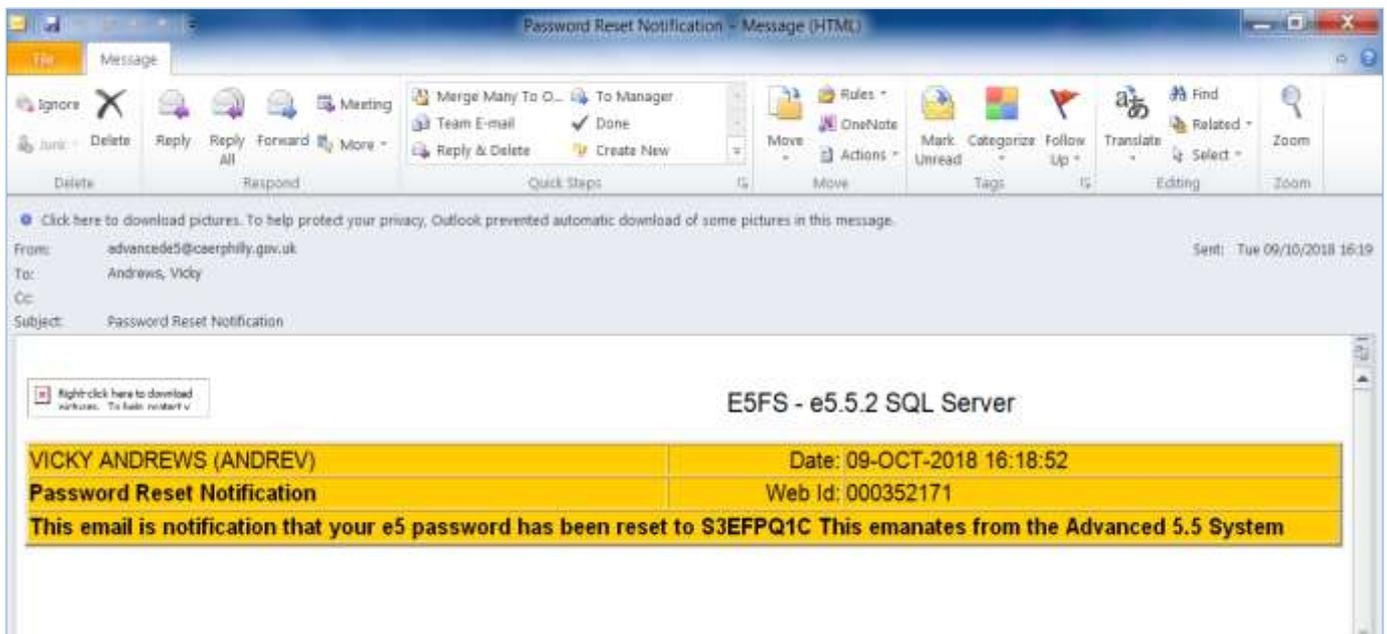
OLAS UPGRADE

IMPORTANT PASSWORD INFORMATION

Following on from the Newsletter that was sent out on Tuesday 16th October, one of the noticable changes is the new password reset procedure. In the past users have simply called the OLAS helpdesk and the password has been reset back to your user ID. More recently some of you may have been asked to email the OLAS Helpdesk. When the Upgrade is introduced a new procedure will be introduced.

NEW PASSWORD PROCEDURE

- When you call the OLAS Helpdesk, you will be asked to confirm your User ID and email address.
- Your password will then be reset and you will be sent an automated email entitled Password Reset Notification email.
- The email will containing the following message.



The Message contains the following information -

- The name and user ID of the person who reset your password
- Date and time your password was reset
- A password reset notification message confirming that your password has been reset.
- The authenticity of the email in other words where the message was generated from.

And most importantly - YOUR NEW PASSWORD

This combination of letters and number can be copied and pasted directly into the password field on the Sign on Screen.



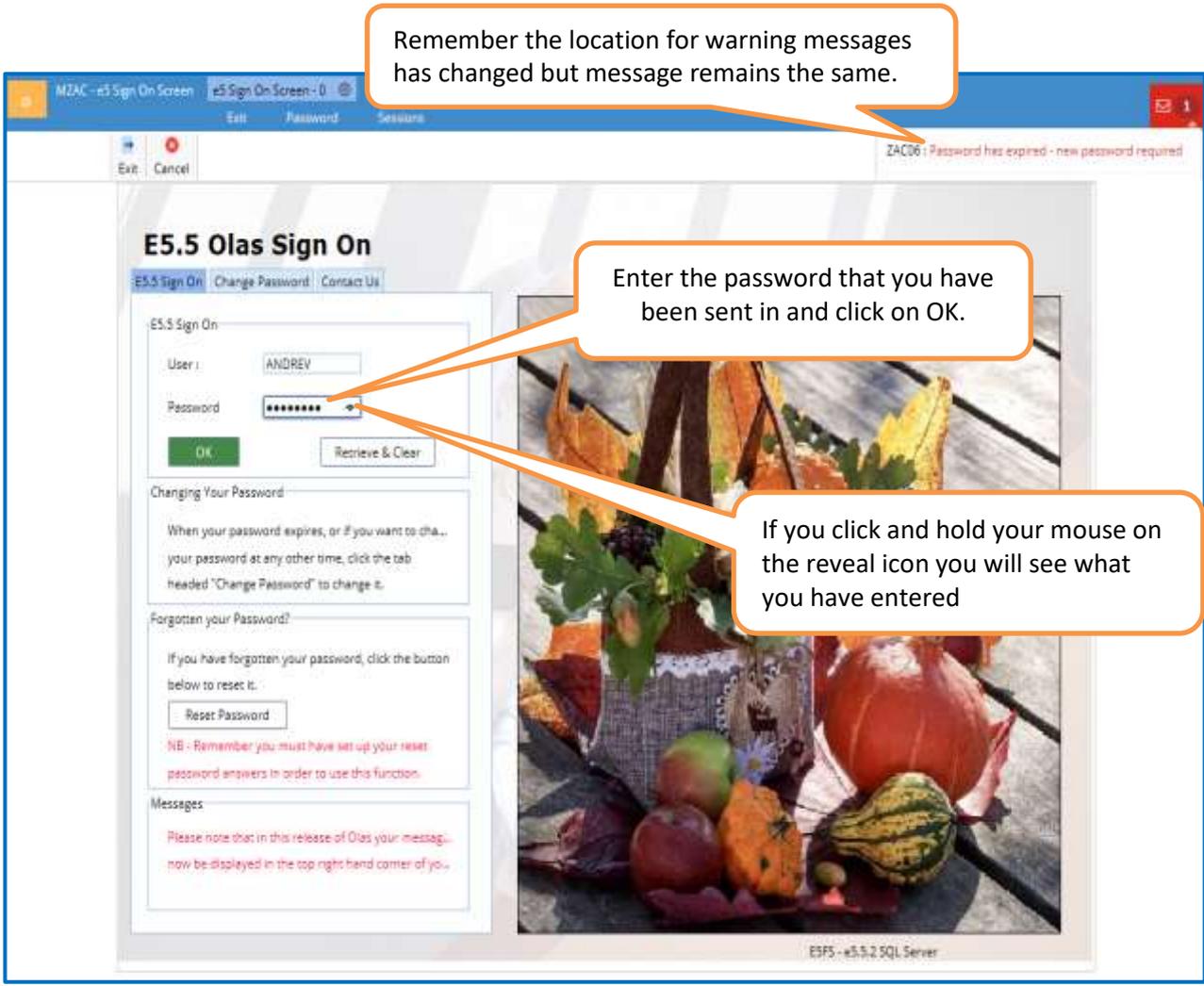
Your new password is displayed here

THE SIGN ON SCREEN

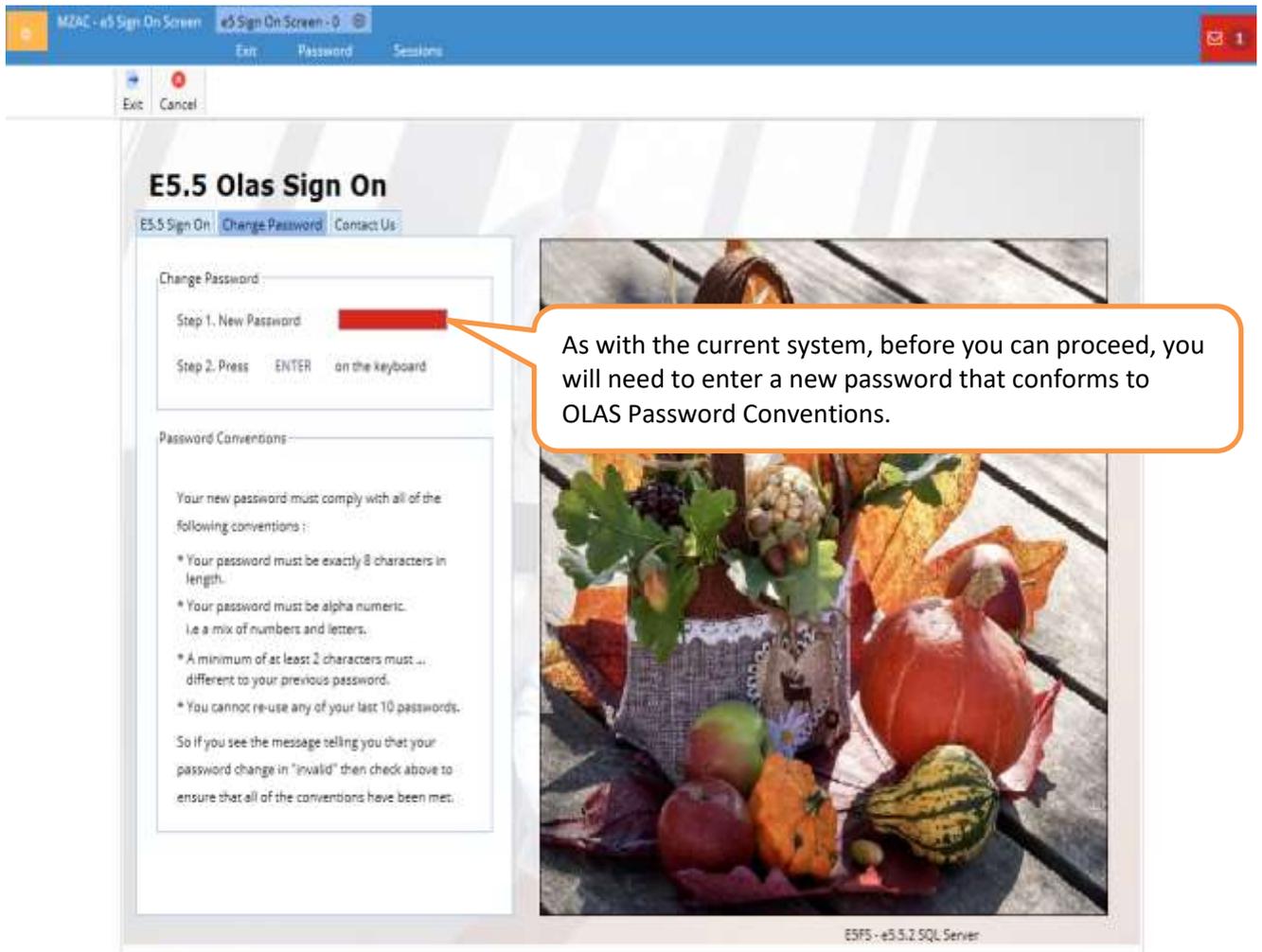
- The new sign on screen mirrors the current sign on screen. There are no changes to the appearance or functionality of Tabs, Macro buttons or the Self Service Reset Password function. Olas Helpdesk and PL Team contact details can still be found on the contacts Tab.

As with the current system you must enter your user ID in the User Name field.

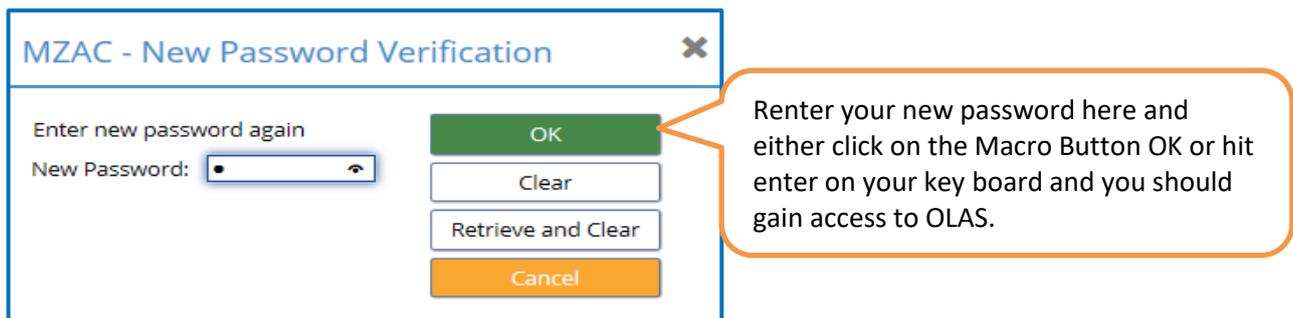
You now have the option to copy and paste the password from the email message or type the combination of letters and numbers into the Password field.



After Clicking on the OK Macro Button, OLAS will take you through to the Change Password Tab



After you have entered your new password, hit enter on your keyboard, and the password verification window will appear.



OLAS PASSWORD SECURITY

The reset password sent to you via email can only be used once. If you are unable to access OLAS you will still have to contact the OLAS Helpdesk and request a password reset.

Do not “borrow” or “share” the user ID of a colleague who already has access. This includes using their email to reset a password. This is a serious security violation and could result in disciplinary action.

Please contact the OLAS Helpdesk if you think someone has found out your password, or you think someone has accessed OLAS using your user ID and password.