

INITIAL LOGIN TO THE WEB MIGRATION PORTAL SCREEN

Step	Action		
1	<ul style="list-style-type: none"> ➤ Open Internet Explorer ➤ Go to the following URL: https://cbs.rdc.noaa.gov/nmadm/custom_pages.login_page <p><i>Notes: Internet Explorer 7 or later required for Windows users Requires Java Runtime Environment (JRE) Version 1.5.0.16</i></p>		
2	<p>The CBS Web Migration Portal screen appears:</p> <ul style="list-style-type: none"> ➤ Enter your <i>Username</i> & <i>Temporary Password</i> ➤ Click <i>Logon</i> <p><i>Note: Temporary password format is Newweb_#### with #### equal to last 4 digits of user SSN</i></p>		
3	<p>The CBS Web Challenge Setup screen appears with three (3) question and response areas:</p> <ul style="list-style-type: none"> ➤ Select a <i>challenge question(s)</i> from the drop-down listing (also displayed in the right column of these instructions) ➤ Enter your <i>response(s)</i> ➤ Select and enter your response for 2 additional questions ➤ Click <i>Submit</i> <p><i>Note: Responses are not case sensitive; must be unique and not repeated for multiple questions.</i></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%; vertical-align: top;"> <ol style="list-style-type: none"> 1. In what city/town were you born? 2. In what hospital were you born? 3. What is your oldest sibling's first name? 4. What was the make of your first car? 5. What color was your first car? 6. From what high school did you graduate? 7. In what state did you attend college? 8. In what month was your mother born? 9. What is your father's middle name? 10. In what month did your parents marry? </td> </tr> </table>		<ol style="list-style-type: none"> 1. In what city/town were you born? 2. In what hospital were you born? 3. What is your oldest sibling's first name? 4. What was the make of your first car? 5. What color was your first car? 6. From what high school did you graduate? 7. In what state did you attend college? 8. In what month was your mother born? 9. What is your father's middle name? 10. In what month did your parents marry?
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	<p>A message is displayed with Challenge Question status:</p> <p>If the challenge setup is complete, click <i>Done</i></p> <p style="text-align: center;"><u>OR</u></p> <p>If an error message appears, click <i>Back</i> and repeat the process outlined above</p>		
4	<p>The CBS Web Change Password screen appears:</p> <ul style="list-style-type: none"> ➤ Enter the <i>Temporary password</i> in the <i>Old Password</i> field ➤ Enter the <i>New Password</i> ➤ Confirm the <i>New Password</i> ➤ Click <i>Submit</i> <p><i>Note: Passwords must follow Department of Commerce (DOC) and NOAA policy, which include the requirements listed in the right column of these instructions:</i></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%; vertical-align: top;"> <ol style="list-style-type: none"> 1. Minimum of 8 characters 2. Begin with an Alpha (A-Z or a-z) character 3. Contain all of the following 4 categories: <ol style="list-style-type: none"> a) Upper Case Alpha (A-Z) b) Lower Case Alpha (a-z) c) Numeric Value (1-9) d) Special Character (limited to # and _) 4. Six unique characters must not be repeated 5. No dictionary words longer than 3 characters 6. Do not use one of the 8 previous used passwords <u>or</u> one used in the past 731 days (2 years) 7. Cannot be the same as your username </td> </tr> </table>		<ol style="list-style-type: none"> 1. Minimum of 8 characters 2. Begin with an Alpha (A-Z or a-z) character 3. Contain all of the following 4 categories: <ol style="list-style-type: none"> a) Upper Case Alpha (A-Z) b) Lower Case Alpha (a-z) c) Numeric Value (1-9) d) Special Character (limited to # and _) 4. Six unique characters must not be repeated 5. No dictionary words longer than 3 characters 6. Do not use one of the 8 previous used passwords <u>or</u> one used in the past 731 days (2 years) 7. Cannot be the same as your username
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4a	<p>A message is displayed for password changes:</p> <ul style="list-style-type: none"> ➤ If the password changed successfully, click <i>Done</i> <p style="text-align: center;"><u>OR</u></p> <ul style="list-style-type: none"> ➤ If an error message appears, click <i>Back</i> and repeat the previous step 		
5	<p>The CBS Web Portal screen appears; with the password expiration date noted</p>		