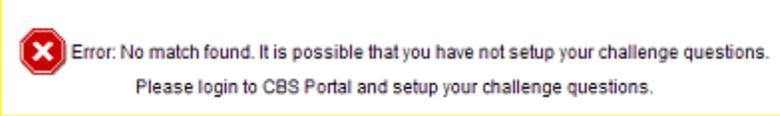
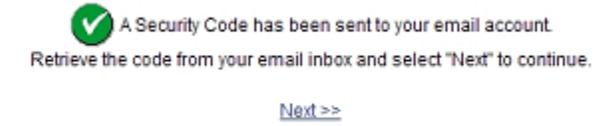


## Resetting Your Own Password

Users must attempt to do this prior to the third time of entering their password. If the password was entered incorrectly for the third time, this process will not work and an email will need to be sent to [clientservices@noaa.gov](mailto:clientservices@noaa.gov) to have them reset their password.

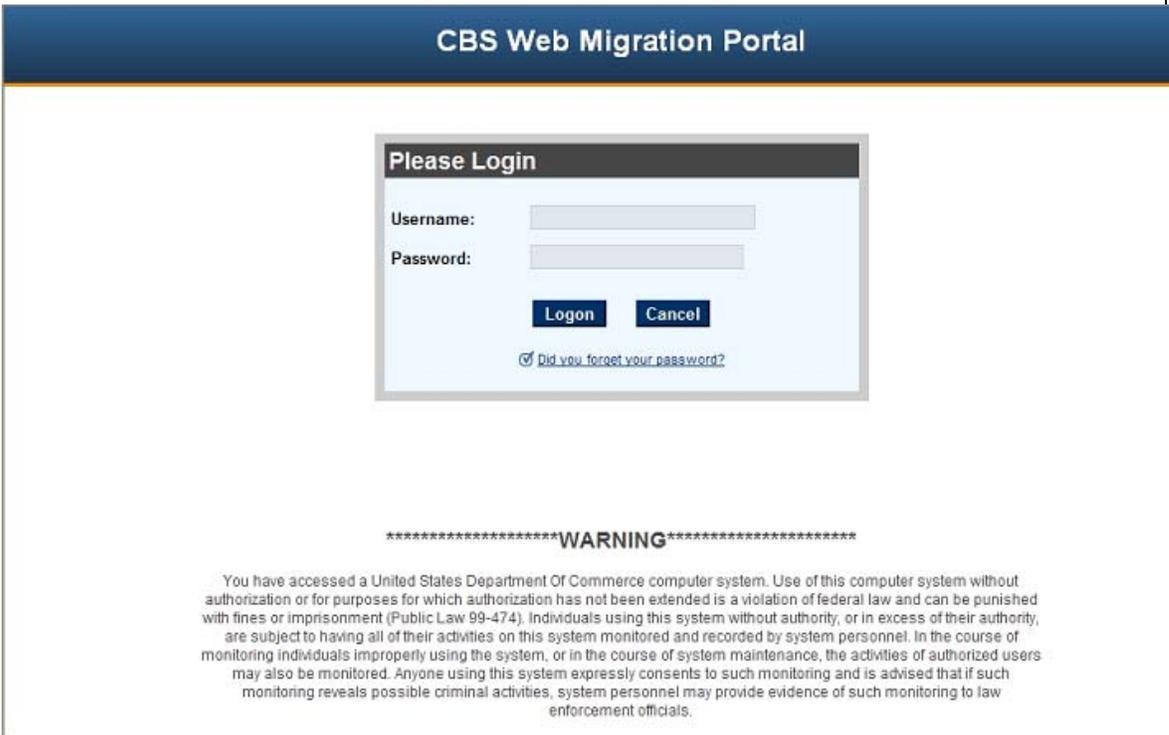
Step	Action
1	<ul style="list-style-type: none"><li>➤ Open Internet Explorer</li><li>➤ Go to the following URL: <a href="https://cbs.rdc.noaa.gov/nmadm/custom_pages/login_page">https://cbs.rdc.noaa.gov/nmadm/custom_pages/login_page</a></li></ul> <p><i>Notes:</i></p> <ul style="list-style-type: none"><li>✓ <i>Internet Explorer 7 or later required for Windows Users</i></li><li>✓ <i>Requires Java Runtime Environment (JRE) Version 1.5.0.16</i></li></ul>
2	<p>The <b>CBS Web Migration Portal</b> screen appears:</p> <ul style="list-style-type: none"><li>➤ Click <i>Did you forget your password?</i></li></ul> <div data-bbox="277 772 1227 1398" style="border: 1px solid black; padding: 10px;"><div style="background-color: #003366; color: white; text-align: center; padding: 5px;"><b>CBS Web Migration Portal</b></div><div style="text-align: center; margin-top: 20px;"><div style="border: 1px solid gray; padding: 10px; width: fit-content; margin: 0 auto;"><div style="background-color: #333; color: white; padding: 2px 5px; font-weight: bold;">Please Login</div><p>Username: <input style="width: 100%;" type="text"/></p><p>Password: <input style="width: 100%;" type="password"/></p><p style="text-align: center;"><input type="button" value="Logon"/> <input type="button" value="Cancel"/></p><p style="text-align: center;"><input checked="" type="checkbox"/> <a href="#">Did you forget your password?</a></p></div></div><p style="text-align: center; margin-top: 20px;">*****WARNING*****</p><p style="font-size: small; text-align: center;">You have accessed a United States Department Of Commerce computer system. Use of this computer system without authorization or for purposes for which authorization has not been extended is a violation of federal law and can be punished with fines or imprisonment (Public Law 99-474). Individuals using this system without authority, or in excess of their authority, are subject to having all of their activities on this system monitored and recorded by system personnel. In the course of monitoring individuals improperly using the system, or in the course of system maintenance, the activities of authorized users may also be monitored. Anyone using this system expressly consents to such monitoring and is advised that if such monitoring reveals possible criminal activities, system personnel may provide evidence of such monitoring to law enforcement officials.</p></div>

Step	Action
3a	<p data-bbox="272 163 1143 201">Step 1 of the <b>CBS Web Forgotten Password Reset</b> screen appears:</p>  <p data-bbox="272 863 769 932"> <ul style="list-style-type: none"> <li>➤ Enter <i>Username</i> (i.e. ops\$firlas01)</li> <li>➤ Click <i>Submit</i></li> </ul> </p> <p data-bbox="272 957 1419 1029"><b>Note:</b> If your entered your username incorrectly, you will receive an error message at the bottom of the page.</p> 
3b	<p data-bbox="272 1241 1273 1272">A message will be sent to your email and notification will show on the screen:</p> 

Step	Action
3c	<p>Open up your email to find the message with the security code in it:</p> <div data-bbox="277 237 1385 625" style="border: 1px solid #ccc; padding: 10px;"> <p><b>Subject:</b> CBS Self-Service Password Reset  <b>From:</b> <a href="mailto:cbssiam_noreply@doc.gov">cbssiam_noreply@doc.gov</a>  <b>Date:</b> 1:54 PM  <b>To:</b> <a href="mailto:First.Last@noaa.gov">First.Last@noaa.gov</a></p> <p>You have requested a security code to initiate the CBS Self-Service Password Reset process.</p> <p>Your security code is: 31V3731637986</p> <p>Please enter this security code in Step 2 of the CBS Self-Service Password Reset process.</p> <p>CBS Confidential.  This message is intended for internal use only. If you receive this email in error, please contact your Administrator immediately at <a href="mailto:newprod@noaa.gov">newprod@noaa.gov</a></p> </div>
3d	<p>Go back to Step 1 of the <b>CBS Web Forgotten Password Reset</b> screen:</p> <div data-bbox="277 737 1385 863" style="border: 1px solid #ccc; padding: 10px;"> <p> A Security Code has been sent to your email account.  Retrieve the code from your email inbox and select "Next" to continue.</p> <p style="text-align: center;"><a href="#">Next &gt;&gt;</a></p> </div> <p>➤ Click <i>Next</i></p>
4	<p>Step 2 of the <b>CBS Web Forgotten Password Reset</b> screen appears:</p> <div data-bbox="277 1079 1435 1707" style="border: 1px solid #ccc; padding: 10px;"> <div style="background-color: #004a87; color: white; text-align: center; padding: 5px;"><b>CBS Web Forgotten Password Reset</b></div> <div style="text-align: right; font-size: small;"><a href="#">Close window</a></div> <div style="text-align: center; margin: 10px 0;"> <span>1</span> → <span>2</span> → <span>3</span> → <span>4</span>  Enter Your Username    Enter Security Code    Answer Challenge Questions    Change Your Password </div> <p><input checked="" type="checkbox"/> Please enter the security code in the security code field below. You have three (3) attempts to provide the correct code. If you exceed this number, the current process will be locked for 15 minutes.</p> <p><b>Remember:</b> This code was sent to your email address on file. The security code is case sensitive and must be entered exactly as it appeared on the email message.</p> <p>An attempt is each time you click the submit button when there is data in the security code field below.</p> <p><i>All fields are required</i></p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p style="background-color: #004a87; color: white; padding: 2px 5px; font-size: small;">Step 2 of 4 - Security Code for OPS\$ERICOB01</p> <p style="margin-top: 10px;">* Enter your security code: <input style="width: 200px;" type="text"/></p> </div> <div style="text-align: center; margin-top: 10px;"> <input type="button" value="Submit"/>    <input type="button" value="Reset"/> </div> </div> <p>➤ Enter <i>Security Code</i></p> <p>➤ Click <i>Submit</i></p>

Step	Action
5	<p>Step 3 of the <b>CBS Web Forgotten Password Reset</b> screen appears:</p>  <p>➤ Enter the <i>answers</i> to your security questions</p> <p>➤ Click <i>Submit</i></p> <p><b>Note:</b> Users have 3 attempts at answering the challenge questions correctly. After the third incorrect attempt, the user will be locked out and must contact <a href="mailto:clientservices@noaa.gov">clientservices@noaa.gov</a> to have them reset their password.</p>
6	<p>Step 4 of the <b>CBS Web Forgotten Password Reset</b> screen appears:</p>  <p>➤ Enter <i>New Password</i></p> <p>➤ Confirm <i>New Password</i></p> <p>➤ Click <i>Submit</i></p>

Step	Action
6a	<p>Users may click the <i>Password Rules</i> link to see the following:</p> <ul style="list-style-type: none"> <li>* Password must comply with these password rules <ul style="list-style-type: none"> <li>i. Password must be a minimum of 8 characters</li> <li>ii. Password must begin with an Alpha (A-Z or a-z)</li> <li>iii. Password must contain all of the following 4 categories: <ul style="list-style-type: none"> <li>a. Upper case alpha (A-Z)</li> <li>b. Lower case alpha (a-z)</li> <li>c. Numeric value (1-9)</li> <li>d. Special character (limited to # and _)</li> </ul> </li> <li>iv. Six characters must be unique and cannot be repeated</li> <li>v. Password must not be any dictionary word longer than 3 characters. <a href="#">Show me</a></li> <li>vi. New password cannot be the same as old password</li> <li>vii. New password cannot be one of the eight previous used passwords or have been used in the past 731 days (2 years)</li> <li>viii. Password cannot be the same as your username</li> </ul> </li> </ul> <p>They may also click the <i>Show Me</i> link for the <b>CBS Change Password Dictionary Word Check</b> screen:</p> 
7	<p>If successful, the following screen will appear:</p>  <p>➤ Click <i>Done</i></p>

Step	Action
8	<p>The <b>CBS Web Migration Portal</b> screen appears where you may now enter your username and new password to get into the portal.</p>  <p style="text-align: center;">*****WARNING*****</p> <p style="text-align: center;">You have accessed a United States Department Of Commerce computer system. Use of this computer system without authorization or for purposes for which authorization has not been extended is a violation of federal law and can be punished with fines or imprisonment (Public Law 99-474). Individuals using this system without authority, or in excess of their authority, are subject to having all of their activities on this system monitored and recorded by system personnel. In the course of monitoring individuals improperly using the system, or in the course of system maintenance, the activities of authorized users may also be monitored. Anyone using this system expressly consents to such monitoring and is advised that if such monitoring reveals possible criminal activities, system personnel may provide evidence of such monitoring to law enforcement officials.</p>
9	<p>An email will be sent to you after you have reset your own password:</p>  <p>Subject: <b>CBS Self-Service Password Reset</b>  From: <a href="mailto:cbsiam_noreply@doc.gov">cbsiam_noreply@doc.gov</a>  Date: 1:59 PM  To: <a href="mailto:First.Last@noaa.gov">First.Last@noaa.gov</a></p> <p>You have successfully changed your CBS portal password using the CBS Self-Service Password Reset process.</p> <p>If you did not initiate this process, please alert your Administrator immediately!</p> <p>CBS Confidential.  This message is intended for internal use only. If you receive this email in error, please contact your Administrator immediately at <a href="mailto:newprod@noaa.gov">newprod@noaa.gov</a></p>