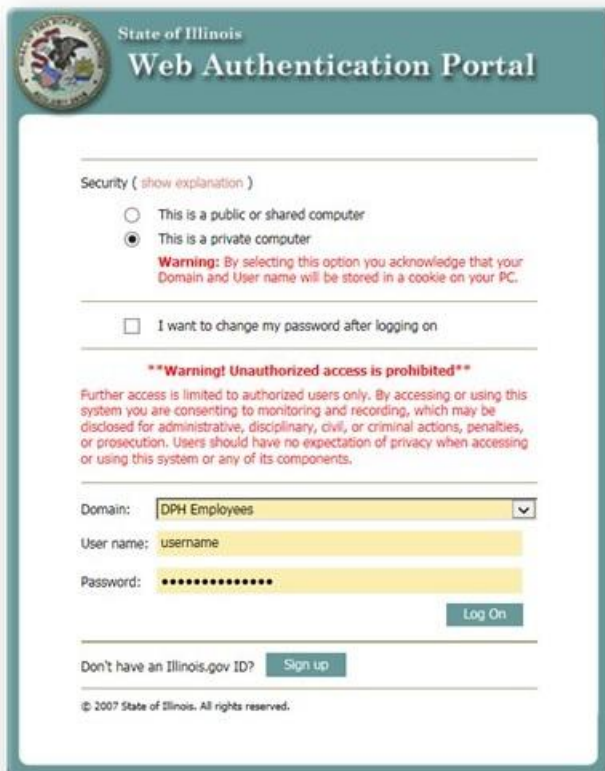


IDPH Account Password Reset

To access the web portal click on the following link: www.idphnet.illinois.gov.

1. Select the **Login** link to proceed to the Web Authentication page.
2. **Ignore** the 'I want to change my password after logging on' checkbox.
3. Select the **Domain** dropdown arrow to choose **DPH Employees**.
4. Enter your **username**
5. Enter your **password**
6. Click **Log On**



The screenshot shows the 'State of Illinois Web Authentication Portal' login interface. At the top left is the State of Illinois seal. The page title is 'State of Illinois Web Authentication Portal'. Below the title is a 'Security' section with two radio buttons: 'This is a public or shared computer' (unselected) and 'This is a private computer' (selected). A red warning message states: 'Warning: By selecting this option you acknowledge that your Domain and User name will be stored in a cookie on your PC.' Below this is a checkbox for 'I want to change my password after logging on' which is unchecked. A red warning message reads: '**Warning! Unauthorized access is prohibited**'. Below the warning is a paragraph of legal disclaimer text. The login fields include a 'Domain' dropdown menu set to 'DPH Employees', a 'User name' field containing 'username', and a 'Password' field with masked characters. A 'Log On' button is positioned to the right of the password field. At the bottom left, there is a 'Don't have an Illinois.gov ID?' link with a 'Sign up' button. The footer contains the text '© 2007 State of Illinois. All rights reserved.'

Once you have logged all the way into the IDPH Web Portal, change your password by doing the following.

7. Click on the 'Change Password' option in the left hand side of window frame.
8. The Change Password screen will display in the center with your username in the field.
9. Enter your current password.
10. Press the 'Tab' key to move to the 'New Password' field, type your new password based on the password requirements.
11. Press the 'Tab' key to move to the 'Confirm Password:' field, re-type the password you type in the previous step.

IDPH Account Password Reset

The screenshot shows the IDPH web portal interface. The browser address bar displays https://dph.partner.illinois.gov/_layouts/BCCS/ADM/ChangePassword.aspx. The page title is "Change Password". The user is logged in as "IDPH\ksmall". The form contains the following fields and buttons:

- Logged in as: IDPH\ksmall
- Current Password: [Text Input]
- New Password: [Text Input]
- Confirm Password: [Text Input]
- Save [Button]
- Cancel [Button]

Password Requirements:

- Must be at least 8 characters in length.
- Must contain characters from three of the following four categories:
 - English uppercase characters (A through Z)
 - English lowercase characters (a through z)
 - Base 10 digits (0 through 9)
 - Non-alphabetic characters (for example, !, \$, #, %)
- Must not contain the user's Account Name or Full Name.
- Must not be the same as the past 12 passwords.

12. Press the save button.
13. You should see a message that says that your password has been changed.
14. You can now browse, access 'Application' via tab or logout of the site by clicking on your name and choosing 'Sign Out'.

Reset your password without having to call the IT Service Desk by registering for the self-service Identity Management solution (<https://www2.illinois.gov/sites/doit/support/Pages/FIM.aspx>) for users of the IDPH Web Portal. If you have difficulties in either the registration or reset process, please do not hesitate to contact the DoIT Customer Service Center at 217-524-DoIT(3648) or 312-814-DoIT(3648). The IDPH Helpdesk is also available between 8A and 5P, Monday-Friday via email at DPH.Helpdesk@illinois.gov or by calling 1-866-220-5247 or 217-557-2923.