

OP-2 – Operating Procedure: Password Procedure – V 1.0

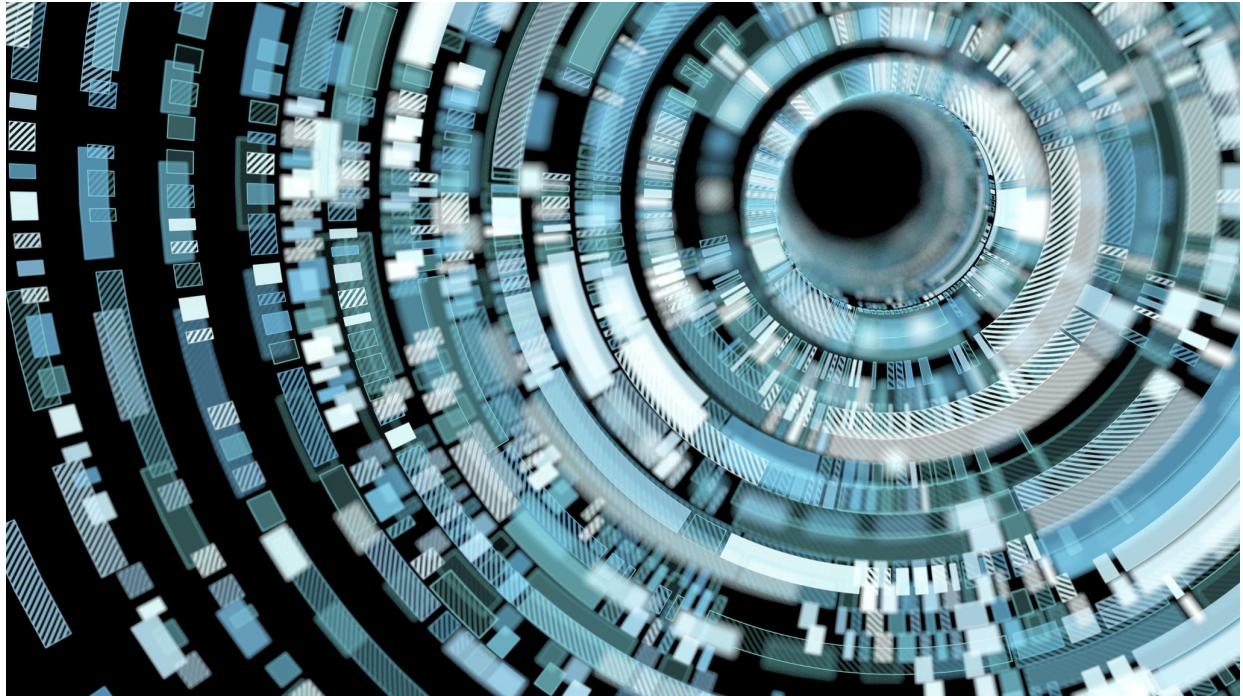
Status: Working Draft Approved Adopted

Document owner: J. Rodriguez

10.20.2022

SNOWBE ONLINE

OP-2 – Operating Procedure: Password Procedure



Joan V. Rodriguez Collazo

Project and Portfolio IV: Cybersecurity - Online

CYB349-O

Term C202210

Section 01

Version Date: 10.20.2022

OP-2 – Operating Procedure: Password Procedure – V 1.0

Status: Working Draft Approved Adopted

Document owner: J. Rodriguez

10.20.2022

Version Number: 1.0

TABLE OF CONTENTS

PURPOSE	1
SCOPE	1
DEFINITIONS	1
ROLES & RESPONSIBILITIES	1
OP-2 – OPERATING PROCEDURE: PASSWORD	
PROCEDURE	1
New Users.....	1
For existing users resetting forgotten passwords:	2
EXCEPTIONS / EXEMPTIONS	2
ENFORCEMENT	2
VERSION HISTORY	3
WORKS CITED	3

PURPOSE

The purpose of this operating procedure is to outline the steps users must take to create an initial password or to reset a forgotten password at SnowBe Online.

SCOPE

This policy applies to any member of the SnowBe Online workforce.

DEFINITIONS

N/A

ROLES & RESPONSIBILITIES

N/A

OP-2 – OPERATING PROCEDURE: PASSWORD PROCEDURE

NEW USERS

- 1. Use the following link to access the SnowBe Online system and log in using the IT-assigned temporary password:
<http://www.snowbeonline.com/login>*
- 2. A pop-up will appear indicating that your temporary password has expired.*
- 3. Create your new password, making sure to include a minimum of 16 characters, omitting personally identifiable information.*
- 4. Once complete, sign in using your user ID and new password.*

FOR EXISTING USERS RESETTING FORGOTTEN PASSWORDS:

- 1. For forgotten passwords, Click on this link:
<http://www.snowbeonline.com/login/forgotpassword>*
- 2. Enter your username and click on "forgot password" to send a reset link to your company email. Click the link.*
- 3. Create your new password, making sure to include a minimum of 16 characters, omitting personally identifiable information.*
- 4. Once complete, sign in using your user ID and new password.*

FOR EXISTING USERS AFTER 90 DAYS:

- 1. Use the following link to access the SnowBe Online system and log in using your current password:
<http://www.snowbeonline.com/login>*
- 2. A pop-up will appear indicating that your temporary password has expired.*
- 3. Create your new password, making sure to include a minimum of 16 characters, omitting personally identifiable information.*
- 4. Once complete, sign in using your user ID and new password.*

EXCEPTIONS / EXEMPTIONS

N/A

ENFORCEMENT

N/A

OP-2 – Operating Procedure: Password Procedure – V 1.0

Status: Working Draft Approved Adopted

Document owner: J. Rodriguez

10.20.2022

VERSION HISTORY

Version	Change Date	Document Owner	Approved By	Description
1.0	10.20.2022	J. Rodriguez	J. Rodriguez	Working draft.

WORKS CITED

IDPH Iowa.gov. (n.d.). *How to create an A&A Account*. Retrieved from IDPH.iowa.gov:
<https://idph.iowa.gov/Portals/1/userfiles/174/How%20to%20Create%20an%20A%26A%20Account.pdf>