

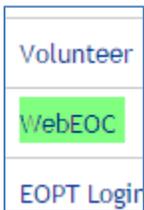


IBHS WebEOC Password Management

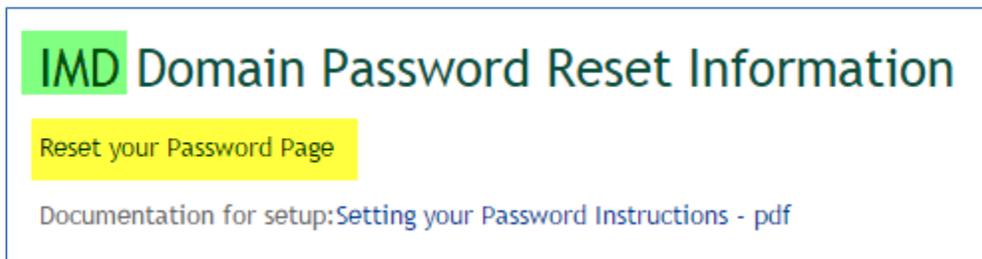
This document shows you the steps to reset and unlock your WebEOC password. If for some reason you are still unable to unlock your account please email kdehart@bhs.idaho.gov.

This process will also unlock an account that has been locked each 90 days due to the rule for military division accounts.

Go to www.bhs.idaho.gov



On the navigation bar scroll down and select WebEOC



Please note this reset program only works for users that have an IMD domain password. Your user name must be in this format `imd\karl.dehart`

Click the **Reset/Unlock** Password link



The system will autofill with the email account IBHS was given when you set up your account. This is where the reset code will be sent.



Password Reset Confirmation
no-reply@imd.idaho.gov
Sent: Mon 6/1/2015 2:21 PM
To: DeHart Karl

Dear Karl Tester2,

We understand that you want to reset your password/unlock account. To prevent eavesdropping and substantiate your identity, please enter this verification code in the password reset/unlock account page: **70555655**

Regards,
Administrator

Go to your email and copy the code provided in the email

Enter Verification Code
A verification code ensures that it is indeed "you" that we are talking with

Please check your email / mobile phone
A verification code has been dispatched to your email / mobile phone, depending on your choice. Please check.
Once you receive the code, enter it in the textbox given below:

Verification Code :

Paste or type the code into the Verification Code text area.

Reset Password
Please enter a new password in the boxes below:

Domain Password Policy Requirements

- The minimum password age is 1
- The maximum password age is 42
- The minimum password length is 8
- No. of Passwords Remembered is 5
- The password complexity property is Enabled

Reset Password

New Password :

Confirm New Password :

The final window type in your unique password that meets the given criteria.

Click Reset Password!