

New Password Policy

PCG believes strongly that it is in the interest of every district to take all reasonable steps to protect their system data. Beginning this school year, PCG is strongly encouraging all districts to use hardened passwords for all EasyIEP™ users.

What is a hardened password?

A hardened password will need to meet the following requirements:

1. A minimum of 8 characters
2. At least one uppercase character
3. At least one letter
4. At least one number
5. At least one symbol (#, \$, %, @, etc.)
6. Must not match the last 3 passwords the user has selected

For example, “easyiep” is not a hardened password, but “Easyiep1\$” is.

When will users be required to create a hardened password?

This new password policy will take effect on **Monday September 12th**. When users try to login with their old password, they will be prompted to create a new hardened password. They will not be able to access the system without creating a new password.

Users can create a new hardened password anytime between now and September 12th. If they do, they will not be prompted to create a new password on September 12th.

What happens if a user forgets their password?

If users forget their password, they can use the “Forgot Your Password?” feature. The system will send the user a link via email to reset their password. This process can be done at any time and does not require any manual intervention.

Will passwords ever expire?

In order for passwords to be considered secure, they must change periodically. Going forward, passwords will automatically expire every 90 days. When a password expires, the user will be prompted to select a new, hardened password. The user will not be able to access EasyIEP™ until they select a password meeting the requirements outlined above.

If you have any questions about the new policy, please contact the EasyIEP™ support hotline at 1-866-506-2947