



UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF WEST VIRGINIA



CHANGING YOUR CM/ECF PASSWORD

To help protect against attacks, the CM/ECF system prompts users to create complex passwords. A complex password is one that contains:

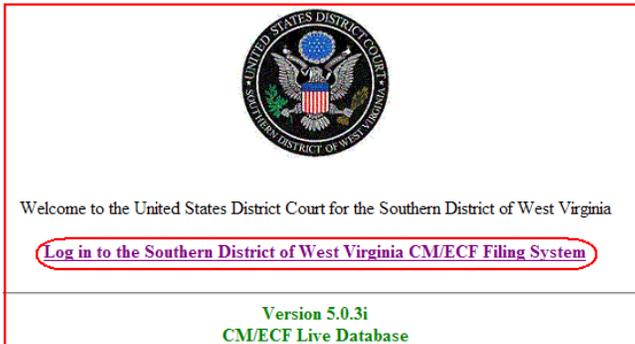
- at least eight characters;
- both upper and lower case alphabetic characters; and
- at least one digit or special character, e.g., 0-9, @, #, \$, %, &, *, etc.

CM/ECF password changes are made at the **More User Information** screen of the **Maintain Your Account** utility. Also available at this screen is information about the user's last and current login, the date the user account was created, the date the user account was last updated, and the user's Internet credit card permissions.

A password may be changed whenever a user suspects that it may have been compromised.

To change your CM/ECF password:

1. Login to the CM/ECF system using your current password:



2. Select **Utilities** from the **Main Menu Bar**:



3. Select **Maintain Your Account**:

Utilities



4. Select **More User Information:**

5. Clear the password field, which appears as ; enter a new complex password consisting of:

- at least eight characters;
- both upper and lower case alphabetic characters; and
- at least one digit or special character, e.g., 0-9, @, #, \$, %, &, *, etc.

Example: Abcde!@3

CAUTION: Enter the new password carefully; this screen does not provide a confirmation field in which to enter the password a second time.

Select **Return to Account screen.**

6. Click the **Submit** button at the bottom of the next screen:

The screenshot shows the 'Maintain User Account' form in the CM/ECF system. The form is titled 'Maintain User Account' and includes a navigation bar with 'Civil' and 'Criminal' tabs. The form fields are organized into several sections: 'Personal Information' (Last name, First name, Middle name, Generation, Gender, Title, ATY Type, Filer status, Filer status comment), 'Contact Information' (Bar number, Prisoner id, Office, Unit, Address 1, Address 2, Address 3, City, State, Zip, Country, Phone, Fax), and 'Account Information' (Initials, DOB, End date). There are also buttons for 'Email information...' and 'More user information...'. A red arrow points to the 'Submit' button at the bottom left.

7. When the next screen displays, click the **Submit** button to complete the password change and update the account:

Click submit to continue with update of person.



NOTE: *The message you receive may contain additional information; the message shown is for demonstrative purposes only.*

8. The CM/ECF system returns a report that the account was updated:

The screenshot shows the CM/ECF system displaying a successful update report. The report text is as follows:

Updating person record...
Update Person Prid: 63

The update was successful.... prid 63 - Name Your

Updating user record
The user update was successful

The update was successful...

No e-mail edit requested.

User edit complete

9. Test the new password by logging out of and back into the CM/ECF system.