

CM/ECF Version 5.0.3



USER GUIDE FOR ATTORNEYS

June 2013

The District of South Dakota will be upgrading to version 5.0.3 of CM/ECF on Saturday, June 22, 2013. The new version contains features related to the following:

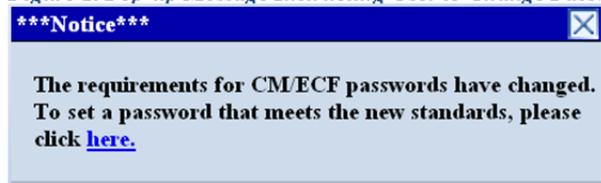
- **New Password Requirements**
- **Multiple Login Attempts**
- **Logging Out of CM/ECF**

1 New Password Requirements

CM/ECF now requires users to create more secure passwords. **Passwords must be at least eight characters long and include both uppercase and lowercase alphabetic characters and at least one digit or special character** (for example, 0-9, @, #, \$, %, &, *, +).

After logging into CM/ECF with your current password for the first time after the upgrade, a pop-up message will instruct you to change your password.

Figure 1. Pop-up Message Instructing User to Change Password



When you click on the [here](#) link, the following screen appears. Change your password to a secure password and then click **Submit**.

Figure 2. Change Your Password Screen

More User Information for Sam Pythagoras

Login pyth	Last login 09-23-2010 18:13
Password <input type="password"/>	Current login 09-23-2010 18:13
<small>minimum 8, upper- & lower-case letters; include digit or special character</small>	Create date 07/11/2007
Registered Y	Update date 07/11/2007
Internet Credit Card N	
Default Printer	
Additional Printers	
Groups Attorney	

IMPORTANT

Make sure you keep a record of your new secure password!

2 Multiple Login Attempts

After five invalid login attempts, the user's account will be "locked" for five minutes and the following error message will appear:

Your account is temporarily disabled because an incorrect password was given 5 times. If you do not know who entered the incorrect passwords, or if you need to have your password changed, please contact the System Administrator. Otherwise, please try again in approximately 5 minutes.

After the initial five minute timeout period has expired, the next failed login attempt will increase the timeout period to six minutes in the future. After the new six minute timeout period has expired, the next failed attempt will increase the timeout period to seven minutes in the future, and so on.

3 Logging Out of CM/ECF

When you click **Logout** from the main blue menu bar, the following pop-up message will appear:

Figure 3. Pop-up Message Instructing User to Clear Browser's Memory.

