



U.S. Department  
of Transportation  
**Federal Transit  
Administration**

REGION X  
Alaska, Idaho, Oregon,  
Washington

915 Second Avenue  
Federal Bldg. Suite 3142  
Seattle, WA 98174-1002  
206-220-7954  
206-220-7959 (fax)

## **REGION 10 BULLETIN NO: 08-02**

Subject: Change of Passwords for TEAM System Access

Program Area: Grants Management, Financial

Date: January 16, 2008

To ensure compliance with security standards, TEAM-web will be implementing new password security standards starting in mid-February.

The following advance notice was published on the FTAnet home page (What's New), the public website (What's New), and in TEAM-web:

*"This is advance notice that all TEAM-Web users will be required to change their password. The TEAM-Web Application is implementing new, more secure, password complexity standards. The enhanced **password standard is scheduled to be implemented Friday, February 15, 2008, after 5:00 PM Eastern Standard Time.**"*

As you login to TEAM, instructions for the new password format will be given. However, some early guidance on new password format is:

- Have a minimum length of eight characters or the maximum the existing system allows, if less than eight characters;
- Not contain all or part of the user's account name; and
- Contain characters from three of the four following types: English upper-case characters (A-Z), English lower-case characters (a-z), numerical digits, and non-alphanumeric characters. Characters cannot be repeated more than once within a succession.

For further information, please contact Region 10's Elizabeth Sier at (206) 220-7956 or [elizabeth.sier@dot.gov](mailto:elizabeth.sier@dot.gov).

Sincerely,

R.F. Krochalis  
Regional Administrator