



## TMS Password Requirements

DDAP has recently upgraded the password requirements for the Training Management System (TMS). As a part of this new requirement, you will need to change your password every **60 days**. Your new password must meet the following criteria:

- Minimum of 12 characters
- Use 3 of the 4 types of characters (Uppercase, Lowercase, Numbers, or Special (!@#\$ etc))
- Passwords may not contain a part of your Name or Username
- You cannot reuse passwords

After setting a new password, you will be able to create security questions through the "Update Your Information" link in the left navigation menu.