

**\*\*PLEASE READ THIS DOCUMENT IN ITS ENTIRETY BEFORE PROCEEDING\*\***

To change your password click this link <https://eua.cms.gov>

Enter your 4 character CMS User ID and click Login

Enterprise User Administration (EUA)

Username

Password

[Forgot Password?](#)

Login

Warning! Warning! Warning! UNAUTHORIZED ACCESS TO THIS COMPUTER SYSTEM IS PROHIBITED BY LAW (REFERENCE TITLE 18 U.S.C. SECTION 1030). This is a Centers for Medicare & Medicaid Services (CMS) computer system. This computer system is provided for the processing of Official U.S. Government information. All data contained on this system is owned by CMS and, for the purpose of protecting the rights and property of CMS, is monitored, intercepted, recorded, read, copied, or captured in any manner and disclosed in any manner to authorized personnel. If you are not authorized access to this system you must immediately exit. Federal, State, and/or local laws may provide criminal penalties for any person (legally accessing or using a Government owned or operated computer system). THERE IS NO RIGHT OF PRIVACY IN THIS SYSTEM IF you are authorized to access this system, you are subject to the requirements of the Office of Information Services' Security Handbook. The Handbook incorporates Article 35 of the 2004 CHS/USMR Master Labor Agreement (June 9, 2004), governing bargaining unit employees. System security personnel may give to law enforcement officials any potential evidence of crime found on this system. USE OF THIS SYSTEM BY ANY USER, AUTHORIZED OR UNAUTHORIZED, CONSTITUTES CONSENT TO THIS MONITORING, INTERCEPTION, RECORDING, READING, COPYING, OR CAPTURING AND DISCLOSURE.

**Please Note: You will have to use like case for your username above.**

**(All caps or all lowercase)**

You should see this:

Enterprise User Administration (EUA)

Username

OK

Password

\*\*\*\*\*

[Forgot Password?](#)

Signing In...

Warning! Warning! Warning! UNAUTHORIZED ACCESS TO THIS COMPUTER SYSTEM IS PROHIBITED BY LAW (REFERENCE TITLE 18 U.S.C. SECTION 1030). This is a Centers for Medicare & Medicaid Services (CMS) computer system. This computer system is provided for the processing of Official U.S. Government information. All data contained on this system is owned by CMS and, for the purpose of protecting the rights and property of CMS, is monitored, intercepted, recorded, read, copied, or captured in any manner and disclosed in any manner to authorized personnel. If you are not authorized access to this system you must immediately exit. Federal, State, and/or local laws may provide criminal penalties for any person (legally accessing or using a Government owned or operated computer system). THERE IS NO RIGHT OF PRIVACY IN THIS SYSTEM IF you are authorized to access this system, you are subject to the requirements of the Office of Information Services' Security Handbook. The Handbook incorporates Article 35 of the 2004 CHS/USMR Master Labor Agreement (June 9, 2004), governing bargaining unit employees. System security personnel may give to law enforcement officials any potential evidence of crime found on this system. USE OF THIS SYSTEM BY ANY USER, AUTHORIZED OR UNAUTHORIZED, CONSTITUTES CONSENT TO THIS MONITORING, INTERCEPTION, RECORDING, READING, COPYING, OR CAPTURING AND DISCLOSURE.

Once you Login you will be brought to the DASHBOARD

Click "Change Passwords" under "Manage Access"

Dashboard Manage

Dashboard

COMPLIANCE ACTIVITIES

Access Reviews (0)

Policy Violations (0)

ASSIGNED TASKS

Approvals (0)

Sign-off Reports (0)

Work Items (0)

MANAGE ACCESS

Change Passwords

Request Profiles

Disconnect Profiles

MANAGE IDENTITY

View Identity

Access Requests

Inbox

You will then be brought to this screen

Click the check box next to the words ACCOUNT ID.

You will then see a drop down, Click “SELECT EVERYTHING”

You will then need to click the check box above where you are, where it says

“Synchronize passwords for selected accounts”

You will then be prompted to enter a new password and confirm your new password.

**Select method for password change:**

☒ Synchronize passwords for selected accounts

New Password:

Confirm Password:

**Password Constraints**

- Password must have at least 1 digit(s)
- Password must have at least 1 letter(s)
- Password must have at most 8 character(s)
- Password must have at least 8 character(s)
- Cannot reuse any of your last 4 passwords.
- Password will be checked against the password dictionary.

Once you enter your new password you will then have to click SUBMIT.

(Please note if you press enter you will be stuck in a password change loop)

**Manage Passwords for [redacted]**

Below are listed the current application accounts on which a password can be managed for the chosen identity. Select the accounts on which to manage passwords. 3. Be a mixture of letters and numbers 4. Not be changed more than once per day 5. Not contain a user's UserID 6. Not begin with a number 7. Not contain 4 consecut SYSTEM, MEDICARE, MEDICAID, TEMP, LETIMER, GOD, SEX, MONEY, QUE ST, 1234, F20A5YA, BAYERS, REDSKIN, ORIOLES, BULLETS, CAPITOL, TERPS, DOCTOR, 947891 FIVEVALL, CITY, ADMIN, UNOSYS, PWD, SECURITY, P543210, 43210, 098765, RIAQ, OIS, TAG, RITEWIRE, INTRANET, EXTRANET, ATT, LOCKHEED, LOCKH33D, SOCIAL SPRING, SUMMER, AUTUMN, FALL, WINTER, BACKUP, BUSINESS, FALCONS, BRONCOS, EAGLES, PANTHERS, DOLPHINS, JAGUARS, CHIEFS, TEXANS, RAMS, BEARS, BI STATES, TWITTER, MITRE, MARLINS, OILERS, WHITESOX, CUBS, DODGERS, GIANTS, ANGELS, DEVILS, DIAMOND, SEATTLE, HOLLYWOOD, ARIZONA, ALABAMA, ALASKA MISSOURI, MONTANA, NEBRASKA, NEVADA, LASVEGAS, NEWYORK, OHIO, OKLAHOMA, OREGON, UTAH, VERMONT, VIRGINIA, WYOMING, ATLANTIC, PACIFIC, SANFORD ROYAL, BREWERS, TWINS, MARINERS, RANGERS, BLUEJAYS, ROCKIES, ASTROS, PADRES, LAPTOP, MODEM, DELL, SOLARIS, UNIX, LINUX, IBM, ROUTER, SWITCH, S DANGER, STARWARS, STARTER, VULCAN, KLINGON, SPOCK, KIRK, CAPTAIN, XMEN, FLASH, FRIDGE, JEDI, HOLIDAY, OUTLOOK, VETERAN, ARMY, NAVY, MARINE, AIRFO THUNDER, JAZZ, MAVERICKS, PHOENIX, SPURS, CELTICS, HEAT, MAGIC, BULLS, HAWKS, HORNETS, RUSSETTS, BLAZERS, GRIZZLES, BOKBATS, WIZARDS, VIKARBORG

**Select method for password change:**

☒ Synchronize passwords for selected accounts

New Password:

Confirm Password:

| Account ID                                     | Application |
|--|-------------|
| <input checked="" type="checkbox"/> [redacted] | ESS         |

Page 1 of 1 | Show 10 items

1 Items selected

**Submit** **Cancel**

Once you click SUBMIT you will then be taken to a page to verify your changes,

Click SUMBIT again.

**CMS**  
CENTERS for MEDICARE & MEDICAID SERVICES

**Dashboard** **Manage**

Select Identity(s) > **Change Passwords** > Review & Submit

Summary of Requests for [redacted]  
Please verify the changes you have requested below.

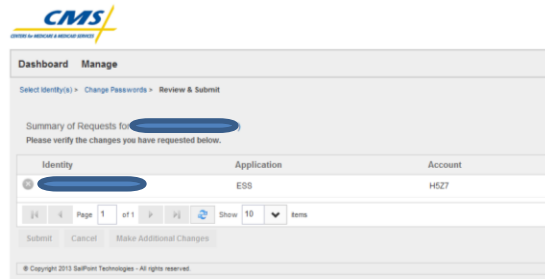
| Identity                                       | Application |
|--|-------------|
| <input checked="" type="checkbox"/> [redacted] | ESS         |

Page 1 of 1 | Show 10 items

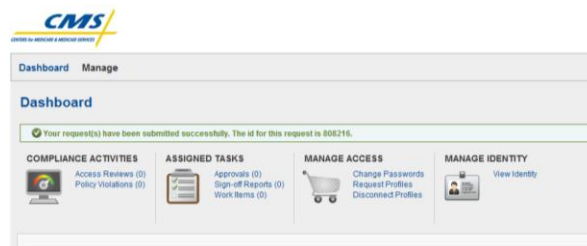
**Submit** **Cancel** **Make Additional Changes**

© Copyright 2013 SailPoint Technologies - All rights reserved.

Once you click SUBMIT the second time you will be brought to this screen, please be patient the process can take up to a minute before anything happens.



Once complete you will receive a message seen below, that “Your request(s) has been submitted successfully



**\*\*Please note if using a CMS Laptop/Desktop\*\***

**When finished with the steps above:**

**Close OUTLOOK**

**Remove your PIV Card and lock your workstation**

**Reinsert PIV card and unlock your workstation**

**(Your new password will then be sync'd locally on your workstation)**