

Enterprise Portal Enhancement

Password Reset Mechanism along with Password Policy based on best practices.

Overview

- ❑ As we know, Password need to be reset under following situation
 1. Password Forgotten
 2. Wrong Password entered resulting to Login ID blocked

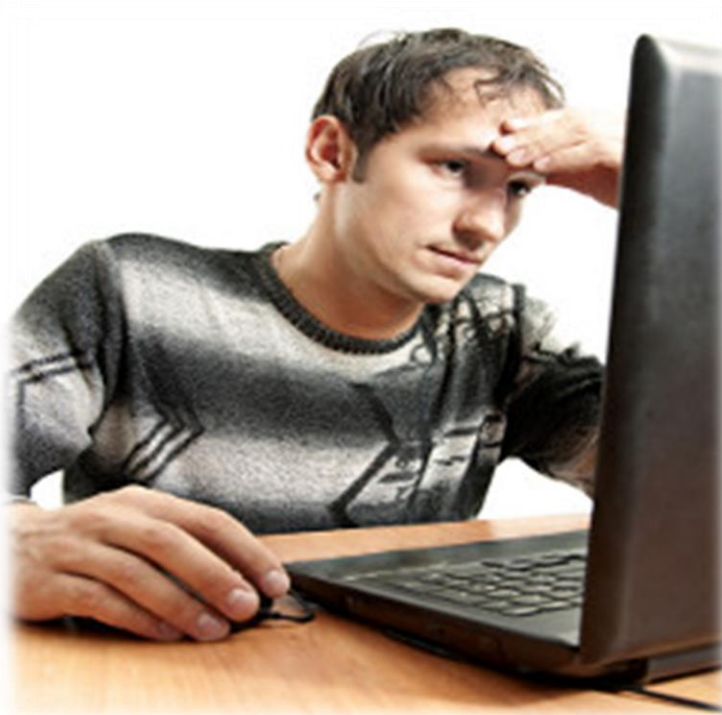
- ❑ We have implemented **Zydus password policy** for EP users

- ❑ We have implemented solution to reset Enterprise Portal password align with the Zydus password policy.

Overview – Zydus Password Policy

- Passwords have the following characteristics:
 - **Contain following character classes:**
 - Lower case characters
 - Upper case characters
 - Numbers
 - “Special” characters (e.g. @\$%^&*()_+|~-=\`{}[]:”;’<>/ etc)
 - **Contain at least eight alphanumeric characters**
 - **Password should not match with the last five historical password.**

Existing Scenario



**Oh ! I forgot my password to
access Enterprise Portal**

Existing Scenario

Users have to perform following steps...

- 🔔 Logon IMS- Incident Management System
- 🔔 Log a ticket to reset Enterprise Portal access password
- 🔔 If this is most urgent, then user has to write an email to System Administrator to do on immediate basis.
- 🔔 User has to wait for System Administrator reply OR user has to check IMS Ticket status.
- 🔔 User will be able to logon Enterprise Portal with new password provided by System Administrator



↓ Disadvantages

- 🔔 Dependency on System Administrator
- 🔔 Time Consuming

Coming Scenario



**Oh ! I forgot my password to
access Enterprise Portal**

Coming Scenario

Users have to perform following steps...

- 🔔 Access Enterprise Portal and Click on Reset Password link.
- 🔔 System will ask user to fill answer to the secret question.
- 🔔 System will generate new password as per the Zydus Password Policy and email to respective user.
- 🔔 User will be able to logon in Enterprise Portal with new password provided by System.



↑ Advantages

- 🔔 NO dependency on System Administrator
- 🔔 Time Saving
- 🔔 Secured gateway

Coming Scenario Prerequisites

This is applicable for all employees, who are using HRConnect Application -

🔔 User have to maintain genuine Email Id in Enterprise Portal > HRConnect → Employee Profile → Employee Details → Contact Details

🔔 User will have to maintain secret questions and answer in Enterprise Portal → MyAccess



Prerequisites



Prerequisites

How do I maintain ?

How do I maintain prerequisites ?

- 🔔 Access Enterprise Portal → My Access
- 🔔 Set up verification questions and Save



connect My Access

Set Up Verification Questions

Set Up Verification Questions

Please choose five questions which will be easy for you to remember. The answers to these questions will be used to verify your identity when resetting your password.

Note: Your answers must only use characters from the English alphabet and/or numerals. If using abbreviations or dates please note in future you will need to provide answers in the same format and language you set them up.

Tip: To ensure you will be able to remember the answers to your questions, make them as simple as possible and use a consistent format. You may find it more memorable to enter dates in dd/mm/yyyy format and restrict other answers to one word only.

General Information

Employee Id and Name: 90227 - ABCD

Email Id: ABCD / Infotech / Corporate / Tower / ZyduS

Set Up Verification Questions

#	Question	Answer
1	What is your nickname?	nannu
2	What is the name of the company of your first job?	ahmedabad
3	What time of the day were you born?	3:10
4	What was the color of your first car?	grey
5	What is your favorite animal?	doggy

Save

How do I maintain prerequisites ?

🔔 Access Enterprise Portal → HRConnect → Employee Profile → Employee Details → Contact Details to maintain email id



Employee Details	
Contact Details	
Lotus Mail ID	<input type="text" value="ABCD / Infotech / Corporate / Tower / Zydu"/>
Extension No.	<input type="text" value="1234"/>
Mobile No.	<input type="text" value="9824098240"/>
<input type="button" value="Submit"/>	

Note: Please enter complete Lotus Notes ID OR Copy your ID from Lotus Notes and Paste it Above.
Your ID should appear as shown below.

e.g. X Y Z/Infotech/Corporate/Tower/Zydu

Coming Scenario



Steps, what I need to follow

Steps, what I need to follow...

🔔 Access Enterprise Portal

🔔 Click on  Reset Password link



Welcome to Zydus Portal

User ID *

Password *

 [Reset Password](#)



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Steps, what I need to follow...

- 🔔 Fill required information
- 🔔 Click on Reset Password button



Welcome to Zydus Portal

Having trouble logging in?

Provide the following information exactly as you entered it during registration. You will be sent a new password.

User ID : *	<input type="text"/>
Date of Birth (dd.mm.yyyy) : *	<input type="text"/>
Date of Joining (dd.mm.yyyy) : *	<input type="text"/>
Secret Question : *	What is your nickname? <input type="button" value="v"/>
Secret Answer (Case Insensitive) : *	<input type="text"/>



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Steps, what I need to follow...

🔔 You will get this message after successfully submission of your request



Welcome to Zydus Portal

🔔 Dear ABCD, Password is reseted and sent in email/inbox

Having trouble logging in?

Provide the following information exactly as you entered it during registration. You will be sent a new password.

User ID : *	<input type="text"/>
Date of Birth (dd.mm.yyyy) : *	<input type="text"/>
Date of Joining (dd.mm.yyyy) : *	<input type="text"/>
Secret Question : *	What is your nickname? <input type="button" value="v"/>
Secret Answer (Case Insensitive) : *	<input type="text"/>

Reset Password

Cancel



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Steps, what I need to follow...

🔔 Users will get new password notification email in Zydus Mail Box (Lotus

Notes)

Dear First Name Last Name,

This message is to confirm that you had your enterprise portal password reset. If you did not initiate this change, please contact Basis Team.

New Password - SL5+lw50

S Upper case S
L Upper case L
5 FIVE 5
+ Special Ch +
l lower case l
w lower case w
5 FIVE 5
O Upper case O

Please change your enterprise portal password now to conform to Zydus's security standards.

Please follow these steps to change your enterprise portal password:

1. Using your web browser, go to the following web site:
<http://www.zydusconnect.com/> (for internet users)
<http://zydusconnect/irj/portal> (for intranet users)
2. Type your User ID and Password enclosed with this email.
3. Click on Log On Button
4. Type your enterprise portal password enclosed with this email.
5. Enter your new enterprise portal password.
Your password must:
 - a. be at least 8 characters (no spaces or dashes)
 - b. not be a derivative of your User ID
 - c. be different from the previous 5 passwords
 - d. contain characters from at least 3 of the following four classes
upper case (capital letters)
lower case
numerals
non-Alphanumeric (i.e. ~!@#\$\$%^<>?_-'`)
6. Retype your new password.

Your new password is effective immediately. Please do not reply directly to this system-generated email

Thanks,

Enterprise Portal Administrator



Steps, what I need to follow...

- 🔔 Access Enterprise Portal
- 🔔 Enter User ID and Password



Welcome to Zydus Portal

User ID *

Password *

Log on

 [Reset Password](#)



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Steps, what I need to follow...

- 🔔 As per the Zydus security standard, system will ask you to change your password
- 🔔 Enter Old, New, Confirm Password and click on Change button



Welcome to Zydus Portal

❗ Password has expired

Change Password

User ID:

Old Password:

New Password:

Confirm Password:

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Steps, what I need to follow...

🔔 Enterprise Portal HOME page will appear on your screen



Connect My Access

Employee Details

Detailed Navigation

- Welcome Page
- Guidelines
- ▾ Employee Profile
 - Employee Details
 - Salary Details
 - Loan Details
 - Tentative Gratuity Calculation
- ▾ Online Claims
- ▾ Leave Application
- ▾ Request Application
- ▾ Attendance Details
- ▾ Advances & Expenses
- ▾ Standard Forms
- ▾ Taxation Forms
- ▾ Utilities
- ▾ CUG Mobile and Datacard Details
- ▾ My Team
- ▾ PMS

Vision Statement

Zydu shall be a leading global healthcare provider
with a robust product pipeline;
Stepping beyond the billion, we shall achieve sales of over \$3 bn by 2015 and
be a research-based pharmaceutical company by 2020.

BEYOND THE BILLION
2015

Thank You