

BSC RELEASE CIRCULAR – CHANGE TO THE ELEXON PORTAL PASSWORD POLICY

Date	23 January 2020
To	CVA Release Circular distribution, SVA Release Circular distribution, Portal users
From	ELEXON Project Delivery team
Purpose	For information

BSC Release – Change to the ELEXON Portal Password Policy

What is the purpose of this Circular

This Release Circular describes the change to the password policy of the [ELEXON Portal](#) website. This will coincide with the February 2020 BSC Release. This change is to ensure that the information on the portal is secure and the users of the portal are able to transmit data safely.

What's changing?

There are a number of key changes that will make the ELEXON Portal more secure.

- The passwords are set to expire every 90 days; current passwords will expire 90 days after they go live.
- Password expiry warnings will be sent out 10 days before they are set to expire. A final reminder will be sent 1 day before expiry, after this the account will be disabled. Users will get a unique verification code when resetting their password.
- Password reset requests will be sent to the email address listed against the portal-ID to prevent any user no longer working for the company from renewing their access.
- The 'Remember Me' function, as shown in the below screenshot, to save your log in details will be updated to ensure users will be asked to enter logon details weekly.
- Users who have not logged on for more than 90 days will have their user-IDs disabled.
- Users who have not logged in for more than 18 months will have their user-IDs deleted.
- Notifications will be sent out 30 days prior to deleting the account.

The screenshot shows the ELEXON Portal login interface. At the top left is the ELEXON Portal logo. To the right is a 'site search' box. Below the logo is a navigation bar with links for HOME, FAQs, USER GUIDE, and SEARCH. The main content area is divided into two columns. The left column features a 'LATEST NEWS' section with a 'WELCOME' message dated JAN 2020. The right column is titled 'MY PORTAL' and contains a login form. The login form includes fields for 'Email Address' and 'Password', both with lock icons. Below the password field is a 'Remember Me' checkbox, which is circled in red in the image. To the right of the checkbox is a link for 'more information'. Below the login fields are buttons for 'Log in', 'Forgot Password? Not yet a member? Register now', and 'Log in'.

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Are there any changes to the BSC Systems?

No, the BSC Central Systems will not be impacted by this change.

How will I be impacted?

All users who access the Portal via a web browser or by directly submitting the REMIT data will be required to update their passwords every 90 days. For those users who utilise the automated scripting functionality these can be configured to accounts that do not expire. All those who use this automation would be required to contact the BSC Service Desk (bscservicedesk@cgi.com) and confirm this so that the relevant configurations can be mapped.

Will there be a downtime to the Portal?

We do not anticipate any downtime. If there is any, we will let you know at least 5 working days in advance.

Do I need to take any further action?

For more information relating to the release, please contact releases@elexon.co.uk.