



The Digital Credential You Can Trust™



## How to Change Your Post.Trust I.D.® Passcode

### At this point you should have already:

1. Installed the software on the auto run-enabled CD included in the Product Pack.
2. Changed your JavaScript Security Settings in Adobe Acrobat Professional (see guide Post.Trust I.D. Setup User Guide)
3. You are now ready to change your Passcode.

### Next Steps:

1. Insert your Post.Trust I.D. Digital Credential into your USB drive. Your computer should identify it and a notification icon should appear in the bottom right-hand side of the screen, similar to the Figure 1.
2. Browse to the application shortcut “Change Post.Trust I.D. Passcode” from the Start Menu (See Below).

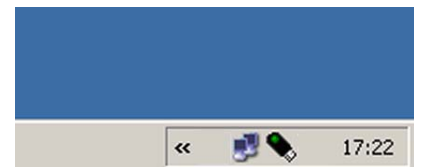


Figure 1 - SafeNet Token System Tray Icon

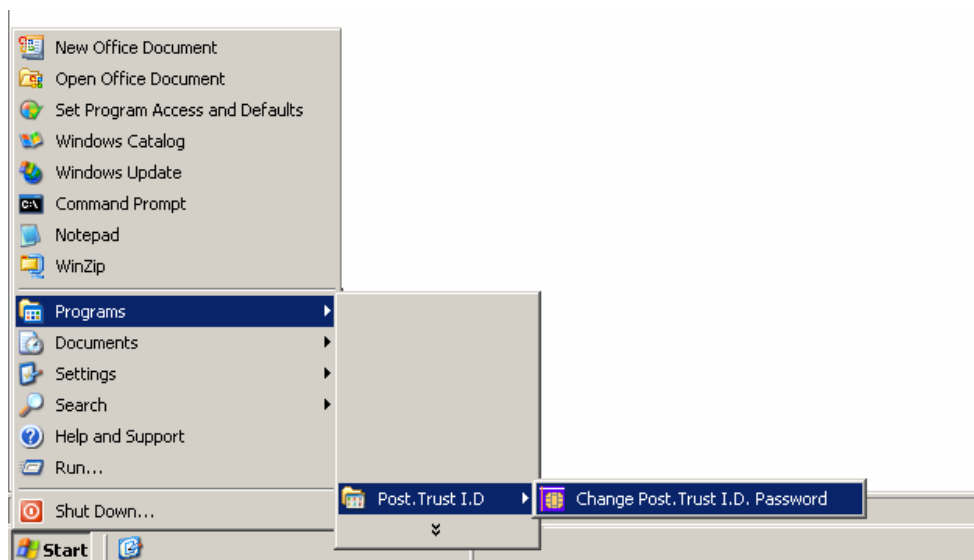


Figure 2 – Change Post.Trust I.D. Passcode



3. The following graphical user interface will appear:

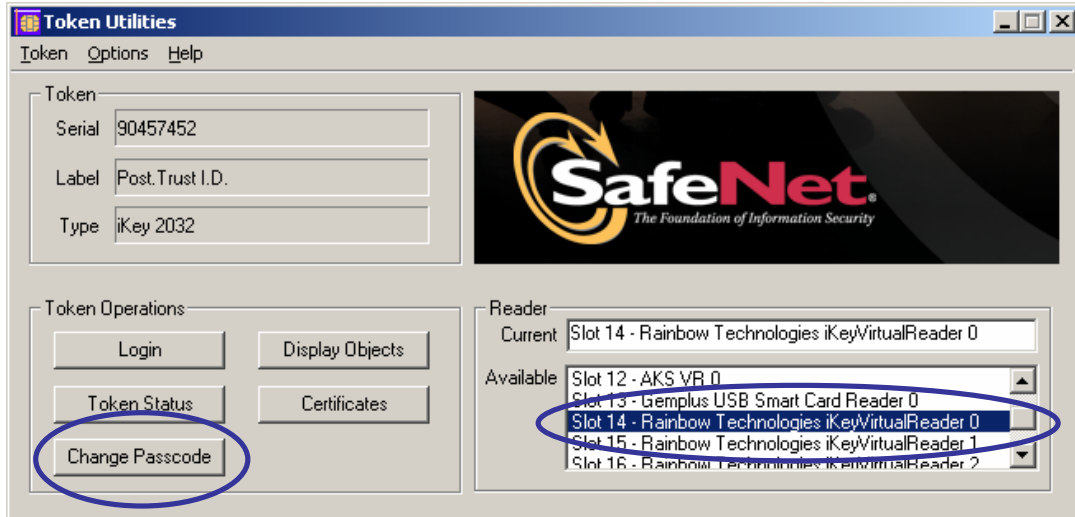


Figure 3 - Token Utilities

Make sure the Rainbow Technologies iKeyVirtualReader option is selected. Note that the slot number can vary. Note if the correct token slot is not selected then the following Warning will appear as displayed in Figure 4 below.

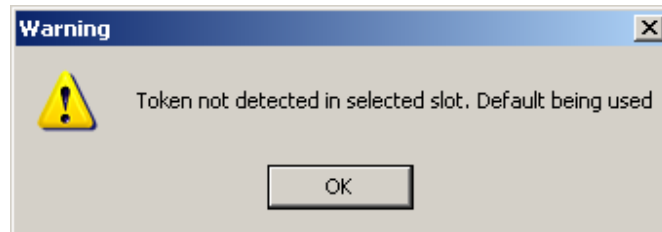


Figure 4 – Slot Not Detected Warning

4. Select 'Change Passcode'. A 'Change Passcode' window should appear as displayed in Figure 5 overleaf.
5. Enter the default passcode supplied to you by Post.Trust in the 'Old Passcode' field.

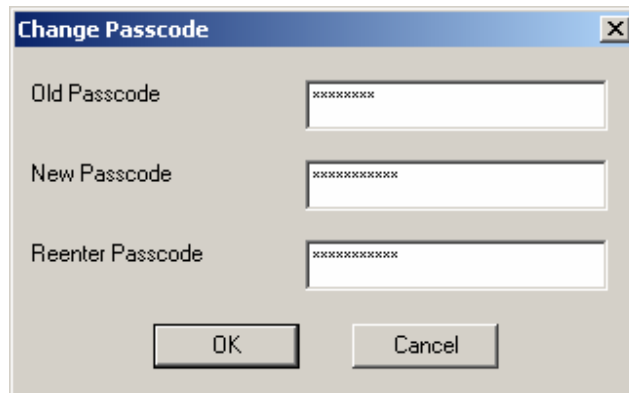


Figure 5 – Change Passcode

6. Then enter and confirm a 'New Passcode' of your choice. The minimum passcode length is 8 characters. Your passcode MUST include at least one character from the following groups;

- Upper case character, e.g. A, B, C, D, etc.
- Lower case character, e.g. a, b, c, d, etc.
- Numeric character, e.g. 1, 2, 3, 4, etc.

Though not compulsory, you can include a symbolic character in your passcode for increased security;

- Symbolic character, e.g. !, ", £, \$, %, ^, &, \*, (, ), @, ', ;, :, =, +, <, >.

Example Passcode:

e7nt3Y?g

**IMPORTANT:**

- **NEVER** REVEAL YOUR PASSCODE.
- **SAFEGUARD** YOUR PASSCODE.

You are permitted 10 incorrect passcode attempts. If you exceed this limit of incorrect passcode attempts your token will be rendered unusable.



7. After the 'Old Passcode' and the 'New Passcode' have been entered and confirmed the 'OK' button will become enabled as per Figure 6 below. Click OK to complete the password change.

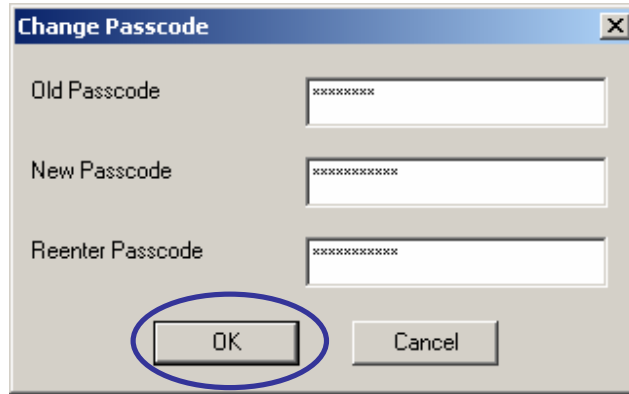


Figure 6 – Change Passcode

## Passcode Change Errors

When changing the passcode and the old passcode is entered incorrectly the following message will appear.

Note:

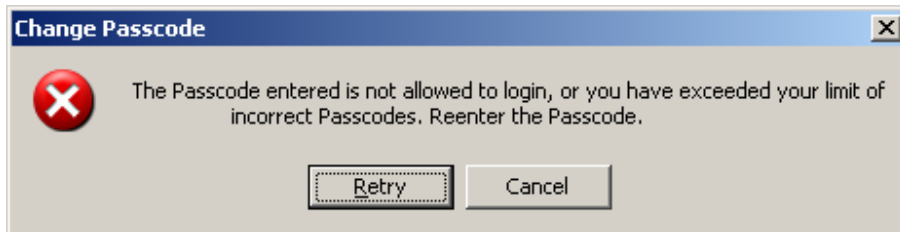


Figure 7 – Passcode Change Error

If the new token passcode entered does not meet the minimum security standards then the following error will appear.

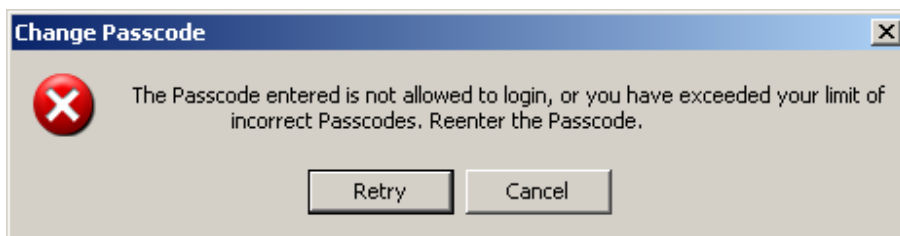


Figure 8 - Passcode Change Error

If the new passcode is not the exact same as the re-entered passcode the following error will appear.



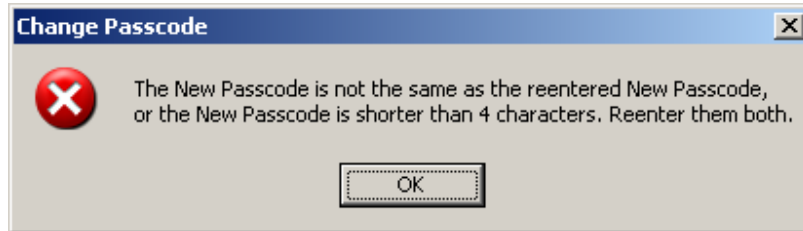


Figure 9 - Passcode Change Error

If no token is inserted then you will see the following error.



Figure 10 - Passcode Change Error

If you remove the token during a process then you will see the following.

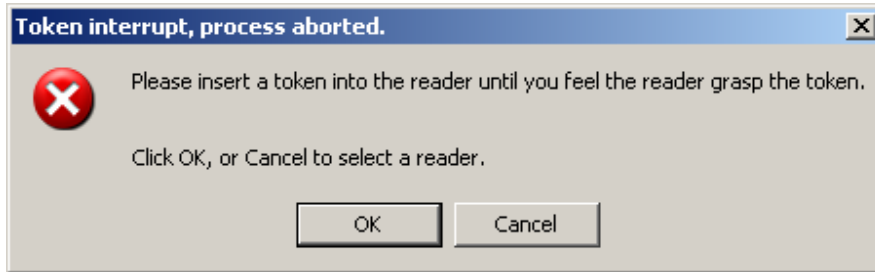


Figure 11 - Passcode Change Error

## Other Useful Resources

For further useful information resources, user manuals and user guides, visit the **Downloads** section of the InfoCentre on the Post.Trust website or call Post.Trust Customer Services Centre on +353 (0) 1890 617 171.

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