

Industry Tip

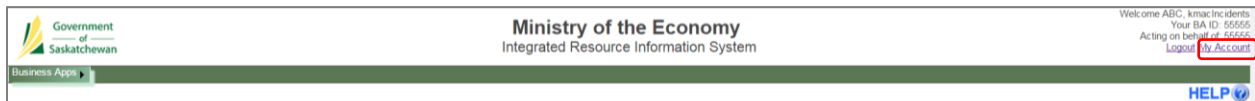
Self-serve Password Reset Functionality

Date	Module/Application/Functionality	Notes
February 1,2017	Security	Initial Release


Did you know that IRIS has self-serve password reset functionality? All you need to do is set up a forgotten password challenge question and response.

Here's how:

1. Log into IRIS.
2. Click on 'My Account', located in the top right-hand corner of any IRIS screen.



3. Once at the 'My Account' screen, add a challenge question and response in the 'Password Challenge and Response' section of the screen.



The screenshot shows the 'My Account' page. The user information is displayed at the top: User name: dave@test.test, Given name: Test, Surname: User, BA ID: 00000, and Currently acting on behalf of: 00000. Below this is a 'Switch' section with a dropdown menu set to '(00000)' and a 'Switch' button. The 'Change password' section has three input fields for 'Old password', 'New password', and 'Confirm New password', with a 'Change Password' button. The 'Password challenge / response' section is highlighted with a red arrow and contains a 'Password challenge' field with the text 'What is mother's maiden name', a 'Password response' field with the text 'ABCDE', and an 'Update' button. The 'Email and Notification' section has a checked 'Email Notifications On' checkbox, an 'Email' field with the text 'dave@test.test', and an 'Update' button.

- For examples of challenge questions, see Appendix A of Hitachi ID Systems Inc.'s *Password Management Best Practices* white paper at: <https://hitachi-id.com/password-manager/docs/password-management-best-practices.pdf>.

4. Select 'Update'.

Why set up a challenge question?

Your first point of contact for any IRIS security access questions is your Business Associate's (BA) Security Administrator (SA). However, if you are locked out of IRIS and you do not have a challenge question set up, and your SA is unavailable to help you, you are stuck. **The Ministry of the Economy is unauthorized to unlock individual industry user accounts.**

Getting stuck may have other consequences besides user frustration. ECON is automating its non-compliance penalty assessment program for unfulfilled well data submission obligations through IRIS. That means there is the possibility that your company can inadvertently be at risk of a financial penalty if you are the person responsible for reporting and submitting well data to meet obligations and become locked out of your account, and the main SA is unavailable to reset your password. (For more information on the non-compliance penalty assessment program, see the following [IRIS Industry Tip](#). Please note the shadow-billing period has extended to [June 30, 2017](#)).

Using IRIS's *Forgot Password* Functionality

If you've forgotten your password, but have set up a challenge question, use the following process to unlock your account:

1. At IRIS's login page, click on the 'Forgot Password' link:

The screenshot shows the login interface for the Ministry of the Economy's Integrated Resource Information System (IRIS). The page includes a login form with fields for 'User name', 'Password', and a security image. The 'Forgot Password' link is highlighted with a red box. Below the login form is a 'Service Alerts' table.

Published	Title	Description
Monday, Nov 28, 2016 11:15 AM	Notification	The fee model outlined in The Oil and Gas Tenure Registry Regulations (OGTRR) came into effect on October 27, 2016, and will be implemented into

2. Complete the required information in the 'Forgot Password Wizard', and click 'Next':

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Integrated Resource Information System

Forgot Password Wizard

Step 1: Identification
[Step 2: Challenge](#)
[Step 3: Confirmation](#)
Complete

Enter your username: * dave@ test.test
Enter your organization's BA ID number: * 00000
Enter text as seen in security image below: * ueLsz

Next

3. Answer the challenge question. **Don't close the 'Forgot Password Wizard' window.** As soon as the question is responded to correctly, an email is sent to the address recorded in your IRIS account profile.

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Forgot Password Wizard

You have been sent an e-mail with a confirmation number. Please enter the confirmation number and answer your challenge question in order to proceed.

Step 1: Identification
Step 2: Challenge
[Step 3: Confirmation](#)
Complete

What is mother's maiden name: ABCDE
Confirmation Number: *

Previous Next

Build: 5.5.0.16327 Environment: QA
© Saskatchewan Ministry of the Economy

Not logged in Login
HELP

4. Open the email and copy the 9-digit number.

From: donotreply-IRIS-QA@gov.sk.ca
To: Dave Test
Cc: IRIS password confirmation number
Subject: IRIS password confirmation number

Please enter the following 9 digit number to reset your password: 338178324

*** This is a message from the QA environment ... Please do not reply to this message as the Inbox is NOT monitored.***


5. Paste or enter the number into the 'Confirmation Number' field in the 'Forgot Password Wizard' window. Click 'Next'.

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Forgot Password Wizard

You have been sent an e-mail with a confirmation number. Please enter the confirmation number and answer your challenge question in order to proceed.

What is mother's maiden name:

Confirmation Number: * 

6. A confirmation screen appears. If the information is correct, click 'Finish.'

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Forgot Password Wizard

If the following information is correct and you wish to proceed then press 'Finish' and a new password will be set and displayed on screen.

User name: dave@husky.test

BA Id: 00086

What is mother's maiden name: ABCDE

Confirmation Number: 338178324


7. A new password is provided on the screen. Use it to log into IRIS. Once logged in, you will be prompted to change your password.

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Forgot Password Wizard

General Processing Messages:

- New password generated and displayed on screen. Please use this password to log in.

Here is your new password: 

[Login](#)

Questions?

If you have any questions or concerns about your IRIS account, contact your BA's IRIS SA.

If have any questions about IRIS's security module, contact the Energy and Resources Service Desk at 1-844-213-1030 or by email at er.support@gov.sk.ca.