Login to new CMS R18

**Using Chrome :** Go to the new web link <https://jhgarlandcms:8443/CMSWeb/> ; click on “Advanced” to proceed.



Then you will need to click on the “proceed” option provided on the next screen.

**Using Internet Explorer :** Go to the new web link <https://jhgarlandcms:8443/CMSWeb/> ; click on the highlighted link to proceed.



When prompted for your password you will need to use a DEFAULT password “**avaya123**” (all lower case letters). You will then be prompted to change the password of “avaya123” to a new password. That new password must meet the following parameters:

Passwords will need to consist of 6 or more characters, including one upper case and one lower case letter and at least one numeric character.

Passwords will be Denied if the new password….

* Is a rotated version of the old password
* is a change in case of the old password
* is similar to the old password (e.g. over half of the characters are the same)
* is a simple word
* is a palindrome
* is a repeat of the previous password(s)
* has too many consecutive characters
* contains the username in some form