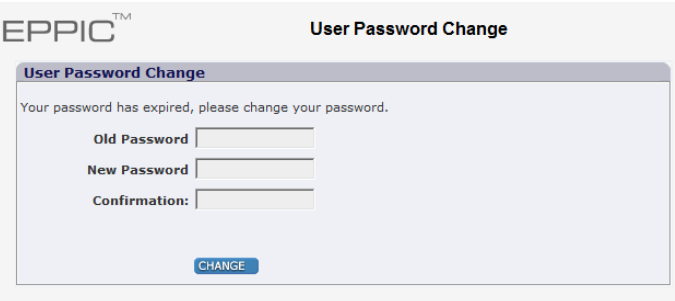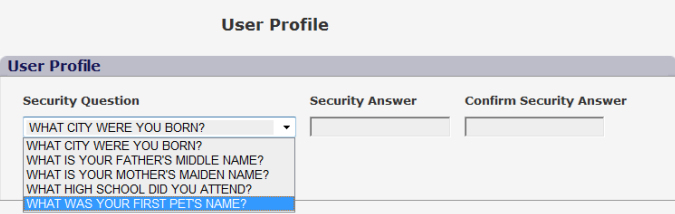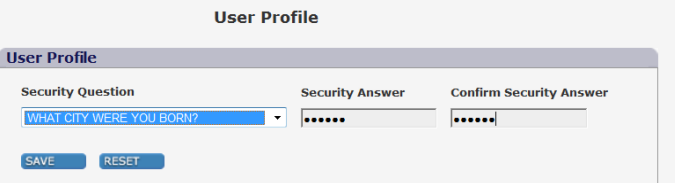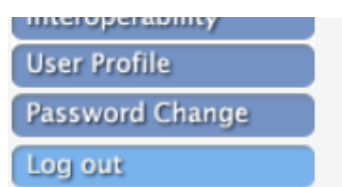# INDIANA EBT QUICK REFERENCE: New AT User Set-up & Management

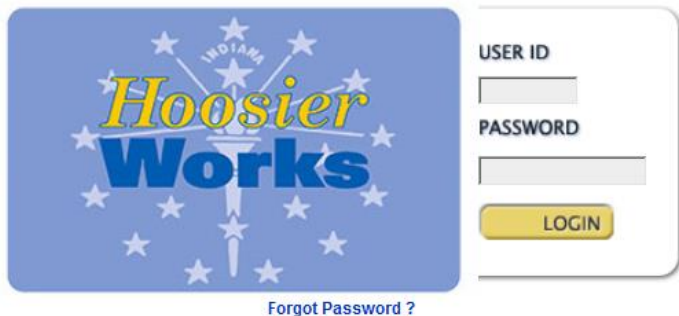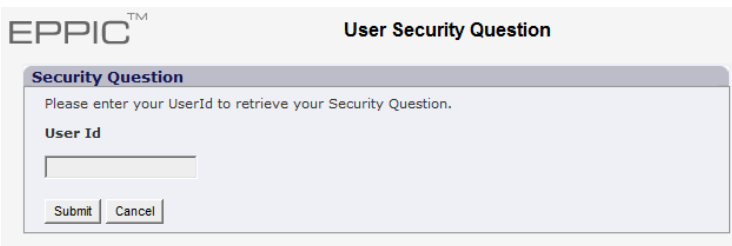| SCREEN(S)	STEPS
INITIAL SET-UP: Go to following URL in Internet Explorer https://eppic.fssa.in.gov:55732/inebtmanage/ 	• Enter the AT User ID and temporary password emailed to you. • Click **LOGIN** button

	• Enter your temporary password as **Old Password** and create a **New Password**
	 • Click **CHANGE** button
	 • Passwords must follow these rules:
	   • Eight (8) to sixteen (16) characters.
	   • **Must be a least one** of each type: alphanumeric uppercase (A), alpha-numeric lowercase (a) and numeric (1)
	   • Only the following special characters are allowed:
	   $. \ ? \ ! \ : \ ; \ , \ " \ ' \ \# \ \$ \ \% \ *$
	 • A new password cannot be the same as any of the past six passwords used
	 • Passwords must be changed every 30 days
	 • User lockout after 3 incorrect attempts

	• After setting a **New Password**, the new AT user will choose and answer a **Security Question** to use if the password is forgotten • Choose a **Security Question** from the drop-down menu • **PLEASE NOTE:** You will need to remember which Security Question you chose if you forget your password
	• Type a **Security Answer** for future use • Re-type the **Security Answer** • Click **SAVE** button

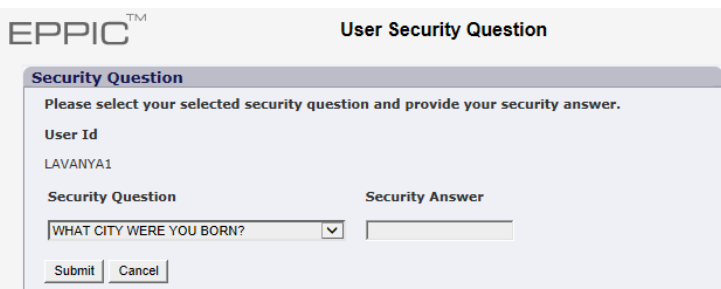|	
Changing Your Password 	• To change your password (required every 30 days), click **Password Change** on the main menu • Follow the same procedure as changing password after first log-in (see page 1)
Forget Your Password? 	• Click Forgot Password? link on Login screen, and you will be taken to the Security Question screen
	• Enter **User ID** • Click **Submit** button
	• Choose your **Security Question** from the drop-down menu • Type the **Security Answer** you used when you set up your profile