

DSI

RESETTING PONEMAH ACCESS CARD USER PINS

To prevent un-authorized Users from gaining access to the Ponemah system, an Access Card will be disabled upon five consecutive invalid attempts to enter a PIN (this security control is not optional). Should an Access Card be disabled, the Ponemah Administrator may reset the card password and reissue the card to the User.

To reset a disabled Access Card:

1. Open the Ponemah Admin program.

P3 Administrator Password								
Please enter the P3 Administrator password for this system. This password is not related to an access card and no access card is required to gain access to the Administrative features of Ponemah.								
I contraction of the second se								
OK Cancel								

2. Enter the P3 Administrator Password and click OK.

📴 Ponemah - default.pro (User:)																		
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ET:		I	DT:	118	D 22	h	DS:	1	53.10) GE	Data	Set:						

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3. Insert the disabled card into the Card Reader.

Ponemah - default.pro (User: ADMN\chrisk)		_ D X
<u>F</u> ile <u>T</u> ools <u>H</u> elp		
LR1 LR2 LR3 LR4 a b c d e f g	h i j 🗷 🕨 🗲 🖅 🛤 ● 🔤 🕍	
	Ponemah Data Sciences International, Inc. 119 - 14th Street NW, Suite 100 St. Paul, MN 55112 Continue User Information Cancel User Information NOTE: In conformance with 21 CFR Part 11, Section 11.3(b)(7), execution of an electronic record by an individual is the legally binding equivalent of the individual's handwritten signature. System Information Social #: 8223 Version: 5.20-SP8 Physical Channels: 0 Available Channels: 128 Dessit movered by	
ET: DT: 119D 4h DS: 153.44	Gi Data Set: Save OFF OFF	

4. From the *Ponemah Admin* program, select the **Tools menu | Reset PIN**.



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5. Click Yes.



6. The Access Card PIN is now reset. The new PIN is eight capital A's (AAAAAAAA). Test the new PIN by entering it into the displayed login dialog and clicking **Continue**.

The User should be encouraged to update the password upon their first login to Ponemah by selecting the **Tools menu | Change User Password**.

