

Usernames and Password

User names added to IOL Web must be a minimum of four characters. They can be made up of letters and numbers, but no special characters can be used. All usernames must be unique.

Passwords must be a minimum of six characters, be case sensitive and have strong characteristics. They must contain characters from three of these four choices: a lowercase letter (A to Z), an uppercase letter (A to Z), a digit (0 to 9) and/or a non-alphabetic character (for example !, #, %). Please do not share your username and password information with others. Passwords can be reset three different ways.

1. If you forgot your password, send an email to Jennifer_Kosich@iroquois.com to reset it.
2. If you forgot your password and your company has a Super User, they can reset it in the User Administration screen.
3. If you know your password and want to change it, please follow the steps below to change it in IOL Web.
 - A. Log into IOL Web
 - B. Select File, Change Password
 - C. Enter your current password
 - D. Enter your new password twice.
 - E. Press Ok