U.S. DEPARTMENT OF LABOR

iCERT VISA PORTAL SYSTEM QUICK START GUIDE FOR ENHANCED ACCOUNT MANAGEMENT SYSTEM (EXTERNAL USERS)

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Employment and Training Administration
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Introduction

Intended Audience

This quick guide is intended for Agricultural Associations, Employers, Attorneys and Agents and their representatives using the iCERT system.

Purpose and Benefits

To enhance iCERT security OFLC has upgraded the Account Management features to be consistent with DOL and Federal Government standards. These enhancements include:

Feature	Description
Stronger Passwords	Enforces length, complexity and reuse of passwords
Password Expiration	Requires a new password every 90 days

This guide is a quick overview of the account management changes and is not intended to replace individual iCERT User Guides for individual iCERT modules. The detailed user guides may be found on https://iCERT.DOLETA.GOV under the User Guides tab.

What This Means for You

- You are required to change your password within 90 days of the previous change. *iCERT will send you reminder emails as your password ages.* You may reset your password on the Password Settings Tab on the My Account Page any time prior to password expiration.

- Passwords need to meet certain criteria to be valid. This includes password length (8 to 16 characters), using special characters, including upper and lower case letter(s), having least one number and you cannot reuse a password that has been used in the previous 12 passwords.

- If your password expires, you will be required to re-activate your account by identifying yourself, selecting your secret question and providing the correct answer. After correctly answering your secret question, you will be emailed a temporary password to gain access to the system and reset your password.

- You can always contact the OFLC Help Desk (oflc.portal@dol.gov) and request your password be reset, if you have difficulty resetting it yourself.
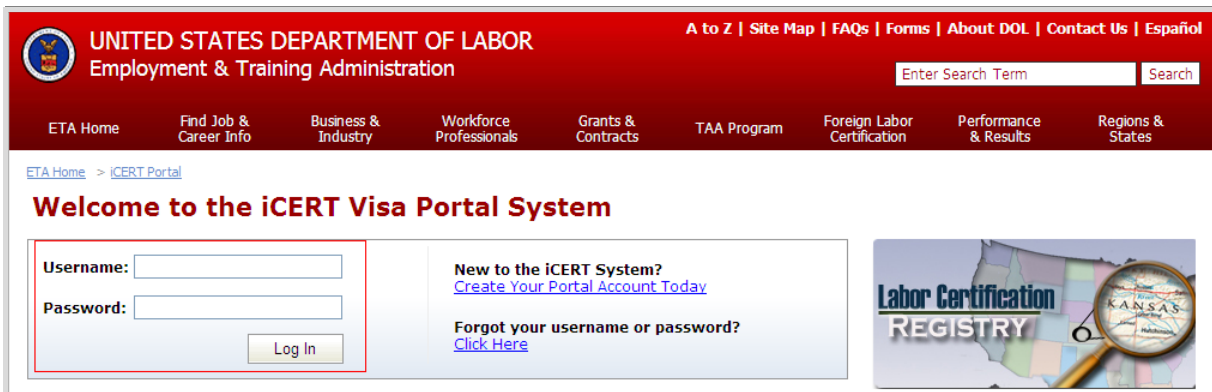
Change Your Password

You will need to change your password within 90 days of the last change. The iCERT system will remind you to update your password on 75th day, 80th day, 85th day, 88th day, 89th day and 90th day by sending Account Password Expiration Warning emails to your registered email and by displaying Password Expiration Message with a reminder of last date of Password Expiration date. The message will also provide you the options of Change Password button and Continue button. By selecting Change Password button the system will allow you to update the account password. By selecting Continue button, the system will allow you to continue work on the iCERT system during existing login session.

To update the account password, the account holder should follow these steps:

1. Login on the iCERT Home Page https://icert.doleta.gov .

2. Select the My Account & Profiles tab.
3. Select Password Settings tab.

4. Enter Existing Password.

5. Enter New Password adhering to the password rules.

6. Enter Confirm Password by re-entering New Password.

7. Select Submit button to save the new password.

Updating an Expired Password

When enhancement on Account Management is introduced to iCERT, the iCERT system will send periodic email reminders as your password expiration date approaches. The password **expires** on the 91st day. If the password is not changed by the expiration date, you will be required to reactivate your account on the next iCERT login. To reactivate the account, the account holder should follow these steps on the Reactivate Account page:

1. Enter Username and Password on iCERT Home page https://icert.doleta.gov and the Reactivate Account page is displayed.

2. Enter your Username.

3. Select a Secret Question from the drop down list.

4. Enter the appropriate response in the Secret Answer.

5. Select Submit button to receive your temporary password on your registered email.

6. Enter Username and Temporary Password on iCERT Home page and the Change Password page is displayed.

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7. Enter your Existing Password (temporary password).

8. Enter New Password on Change Password page using password parameters provided.

9. Enter the same password for Confirmed Password.

10. Select Submit button to change password.

11. Select Return to Login button to Login with new updated password on iCERT Home page