



TTUHSC PURCHASING CARD UPDATE

March 5, 2008

STATEMENT ENDING 03/05/08

Transactions 02/06/08 through 03/05/08

Transaction Adjustments or Reallocations for statement ending **03/05** will need to be processed in Pathway Net by **5:00pm, Monday, March 17th**.

Please do not make any changes to the **03/05** statement in Pathway Net after the deadline.

The changes will not be reflected in the JPMorgan Chase download that Business Services will process on the following Tuesday.

NEW PURCHASING CARD COORDINATOR

Business Services is pleased to announce Michelle Ensminger as the new Purchasing Card Coordinator effective Wednesday, April 2, 2008.

Michelle will be transferring from the Bursar's Office and has been with the Health Sciences Center since July 2002. We believe Michelle's experience, expertise and enthusiasm will benefit the purchasing program greatly.

NEW PATHWAY NET PASSWORD REQUIREMENTS

When a password is reset, Pathway Net generates a random eight-character password for the user. The temporary password is sent via email. If you do not receive the email, contact the PCard Team at Irma.Gomez@ttuhsc.edu or Michelle.Ensminger@ttuhsc.edu after April 1, 2008.

To enhance security, Pathway Net has modified the password requirements to the following:

- Must contain at least seven characters
- **Passwords are case sensitive.** Users must enter their passwords exactly as specified to access the application.
- Passwords can contain lower case letters, upper case letters, numbers, or special characters.

Users can continue to use their existing passwords until they expire, they need to have their passwords reset, or choose to change their passwords even if they do not meet the new password standard.

If you have any questions, we are only an email away!