

Integrated System (IS)

Logon Procedures for DMH Network Users

(Effective February 9th, 2004)

1. Internet Address

DMH Network users will access the Integrated System from the following address:
<https://dmhisintra.co.la.ca.us>

2. User ID

Your Integrated System User ID will be the same as your DMH network ID, which is typically your first initial, followed by your last name. Example: Jane Smith's User ID will be: **jsmith**.

3. Password

Your Integrated System password will be: password.MMDD (MMDD will be your month and day of birth). Example: If Jane Smith's date of birth is January 5th, 1949, Her password will be: **password.0105**

Note: Passwords for Integrated System user accounts created after February 9th, 2004, will be randomly generated, and sent by mail to new users.

4. Changing your password

When logging onto the IS for the first time, you will be required to change your password. **IMPORTANT:** You must follow these password requirements:

- Password must be at least 8 characters in length.
- Password must contain at least one letter.
- Password must contain at least one number.
- Password must contain at least one symbol or punctuation.
- Password cannot be the same as any of your 6 previous passwords.
- Password cannot be the same as your user ID.

Examples of valid passwords

October_16
\$100dollars
numberthree#3

Examples of **invalid** passwords

12345678
1dollar
password1234

If you have any questions regarding the logon process, please call the DMH Help Desk (213) 351-2937.