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# Mississippi Management and Reporting System

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**Department of Finance and Administration**

<b>MMRS Policies and Procedures</b>		
2119	Instructions for Signing On To SPAHRS Production	Effective Date: 04/29/2019
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## Instructions for Signing On To SPAHRS Production

From your VTAM screen or your TPX menu, select SPAHRS to access your agency's SPAHRS production data. The CICS banner screen will be displayed.

Clear the CICS banner screen and type the transaction, PPHP. Press <ENTER> (or comparable key). The SPAHRS Logon screen will be displayed with **PHPR** as the default *Library ID*.

Tab to the *User ID* field and type in your assigned SPAHRS production User ID.

Upon initial entry into SPAHRS, tab down to the *Password* field and type the initial password and a new password in the *New Password* field that is exactly 8 characters that includes the following..

1. Passwords must contain 8 characters (no spaces).
2. Passwords must contain a combination of lower and upper case letters.
3. Passwords must contain at least one number and/or at least one symbol.
4. Passwords must not match the user's seven previous passwords.

Press <ENTER> (or comparable key), key the new 8 character password in the *New Password* field again, and press <ENTER>.

Your SPAHRS password will expire every 30 days. If your User ID gets compromised, you may change your password before it expires by entering your current password in the *Password* field, a new password in the *New Password* field, and following the instructions on the screen to confirm the change. If your User ID becomes disabled, ask your agency's SPAHRS security contact to email [MASH@dfa.ms.gov](mailto:MASH@dfa.ms.gov) or call the MMRS Call Center at 601-359-1343 to request that it be reset.

If you have a TPX User ID/password problem, call the Data Services Helpdesk at the Department of Information Technology Services (ITS) at 601-432-8080. The following information must be provided to have a password reset:

- User's Name and Telephone Number
- User's Agency Name
- User's ID

The **ITS** security administrator will verify information before resetting a password.