

# Access Granted to PELICAN for OCDEL Business Partners

## PELICAN Access Granted

DPW Business Partner User - Password Notification Email (2 of 2 emails)

**Do not reply to this email. This email was sent from an automated system, no reply to your request is available from this system.**

You are receiving this email because you requested access or have been selected to be granted access, by your supervisor, to **PELICAN**. Your new “b-“ User ID has already been sent to you in a separate email. If you have not yet received this initial email with your new “b-“ User ID, please call DPW Help Desk, **1-800-281-5340**, and ask for your user id. Be sure to tell them that you are a DPW business partner for OCDEL trying to access **PELICAN** using a b- user id.

**PLEASE KEEP THIS EMAIL!!** You will need it when you get the other two (2) emails. Each email you receive has important information in them. Both emails sum together as one for security reasons. Lose one email and you might not be able to login.

Your new temporary password is provided below. Your temporary password will need to be changed upon your first login. Please note that current users will not be assigned a new temporary password and should continue to use their current password to login to the system.

**Your Account Type: Existing User Account: No password change needed**

**Your Name: Amy Abel**

**Your Password User Account Exist: Use your same user id and your current password**

If the name above is not your name then stop. Go to the end of this email and read the red paragraph and follow the instructions given in the red paragraph at the bottom of this emailing.

If it is your name and you are not aware of why you received this email then stop. Then contact your supervisor and have your supervisor call the Help Desk to verify that this email and its information applies to you.

**Upon your first use of your new “b-“ User ID, please perform the following Action Steps:**

Click on the following link to access the **PELICAN** system: <https://www.pelican.state.pa.us>

1. Login using your new User ID and password
2. Follow the system prompts requesting a new password, hint question and answer.
3. Click “Submit”

**NOTE:** Passwords should meet the following criteria:

- Must be at least eight characters in length
- Not contain the user's account name or parts of the user's full name that exceed two consecutive characters
- Must contain characters from three of the following four categories:
  - English uppercase characters (A through Z)
  - English lowercase characters (a through z)
  - Base 10 digits (0 through 9)
  - Non-alphabetic characters (for example; !, \$, #, %)
- Not contain years (Example: 2014, 2000, 1998, etc.)
- Cannot be changed more than once in 2 days time period
- Not been used as one of your last 6 passwords

**Next Step:**

As a reminder, if you encounter login issues, please call **1-800-281-5340**.

**PLEASE KEEP THIS EMAIL!!** You will need it when you get the other two (2) emails. Each email you receive has important information in them. Both emails sum together as one for security reasons. Lose one email and you might not be able to login.

**This message (including any attachments) contains confidential information intended for specific individuals. If you are not the intended recipient, you should delete this message. Any inappropriate use, distribution or copying is strictly prohibited.**