



DATE: October 22, 2014 (Revised June 26, 2019)
TO: Aspire Administrators
FROM: Gary Cates, Senior Vice Chancellor, Ohio Department of Higher Education
RE: ABLELink Security Updates

In an effort to preserve the security of information stored within the ABLELink system, the state Aspire staff will utilize following policy:

- **Inactive ABLELink accounts will be deactivated** – Any ABLELink account, for which there is not a log-in during a three month (90 day) period, will be deactivated. Should reactivation become necessary, individuals will have to obtain new permission from their local program administrator and submit a new Personal Confidentiality Statement (PCS) to aspiregrants@regents.state.oh.us. Current PCS forms can be found online at www.ohiohighered.org/aspire/reference under the heading **Required Documents**.
- **ABLELink accounts without current PCS forms will be deactivated** – PCS forms are due annually on June 30th. Any individual without a signed PCS form on file in the state Aspire office within 7 days of the respective fiscal year will be deactivated.
- **ABLELink will require an annual password reset process** – The password reset will occur annually following the data snapshot for the previous fiscal year (typically August 31). The reset process will follow the approved Ohio Department of Higher Education password policy process which includes:
 1. A code-word will be emailed to the individual ABLELink user.
 2. The user will confirm the code-word through a phone call with ABLELink Tech Support
 3. Tech Support will guide the user through the reset process