

IBM® Kenexa® BrassRing Log In Tips

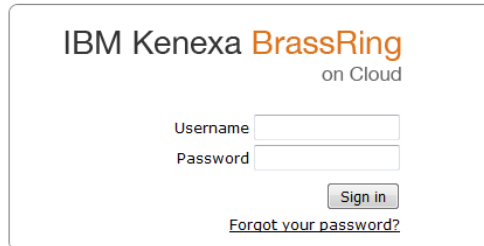
IBM® Kenexa® BrassRing is an applicant tracking system that provides users with personal customization and flexibility.

This document provides an overview of how to access the system.

Accessing the System

To access the portal, users visit:

<https://trm.brassring.com/msccn/prelogin.asp?flag=0.7055475&localeid=1033>



If you are accessing BrassRing via IE, check that the compatibility view is on. This is not needed for Google Chrome or Firefox.

For First Time Log-In: Users enter the username and temporary password provided to them to log into the portal. The system will then prompt the user to change your password.

*Please note, the system requires that users change their passwords **every 30 days**.*

Password Requirements

The password:

- Must be a minimum of 8 characters.
- Must contain at least one of the following special characters: {},.,<>;:'''?/|\`~!@#\$%^&*()_-+=.
- May not be the same as your username.
- May not be the same as any of the 10 preceding passwords.
- Is case-sensitive.

If You Forget Your Password

Select the “Forgot your password” link below the sign in button. A link to reset your password will be emailed to the email address associated with your Username.

Getting Locked Out

After three failed attempts at logging in, the system will lock your account for 24 hours and you will be unable to log in. Your account can not be unlocked.