

TO: Altea Users
FROM: Ground Operations Bureau
ISSUE DATE: 15.03.2024
REG: 03/ONPS/2024
REVISION: 1.0
SUBJECT: Change of password policy in Amadeus systems.

Dear Altea Users,

we would like to inform you that **from March 15th, the existing password policy in Amadeus systems will be modified as follows:**

- The minimum character requirement for setting a password will be increased from 8 to 12.
- Passwords must contain both uppercase and lowercase letters, as well as a digit.
- The number of login attempts with incorrect data will be limited to 6 times, after which the account will be automatically locked.

Password change will only be required when the current password expires (valid for 90 days).
If you receive the following warning (screenshot attached), please change your password.



For any further questions, please feel free to contact us via email at amadeuslogin@lot.pl or for Altea Flight Management/Altea Customer Management systems, please reach out to logindcslo@lot.pl.

Revision list:

Rev. No.	Effectivity	Reason
1.0	15.03.2024	New document

Risk acceptance:

CURRENT RISK INDEX <u>before</u> change		PROJECTED RISK INDEX <u>after</u> change		ACCEPTANCE AUTHORITY (includes acceptance of Risk)	
CRITICAL		CRITICAL		Name	Sebastian Jadczak
SERIOUS		SERIOUS		Position	Ground Operation Nominated Person
MODERATE	X	MODERATE		Signature	<i>Electronically agreed</i>
LOW		LOW	X	Date	15.03.2024

Approval notice:

Prepared by:	Name	Function	Date
Bernadetta Podskrobko	Ground Ops Safety and Procedures Manager	15.03.2024	
Monika Zych	Ground Ops Quality and Training Manager	15.03.2024	
Sebastian Jadczak	Ground Operations Nominated Person	15.03.2024	