	<p style="text-align: center;">MEMO</p> <p>Subject: Change of password policy in Amadeus systems</p>	<p>REG No: 03/ONPS/2024</p> <p>Rev: 1.0</p>
		<p>EFFECTIVE DATE: immediately</p>

TO: Altea Users

FROM: Ground Operations Bureau

ISSUE DATE: 15.03.2024

REG: 03/ONPS/2024

REVISION: 1.0

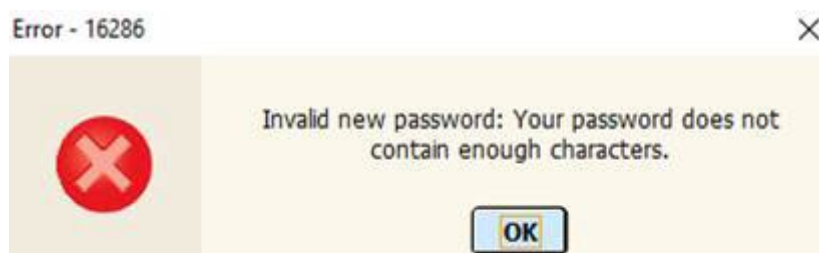
SUBJECT: Change of password policy in Amadeus systems.

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](mailto:amadeuslogin@lot.pl) or for Altea Flight Management/Altea Customer Management systems, please reach out to [logindcslo@lot.pl](mailto:logindcslo@lot.pl).

Revision list:

Rev. No.	Effectivity	Reason
1.0	15.03.2024	New document

Risk acceptance:

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

Approval notice:

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