RESET/FORGOTTEN PASSWORD OR LOCKED USER LOG ON

If you want to reset, have forgotten your password or your User ID is locked, you can reset your password and unlock your ID.

1. Select **"Reset Password"**

2. Enter your User ID in the Login field

3. Click "**Continue**"

1. Enter your Social Security Number (numbers only-no dashes)

2. Enter your Birth Date MM/DD/ YYYY (with slashes)

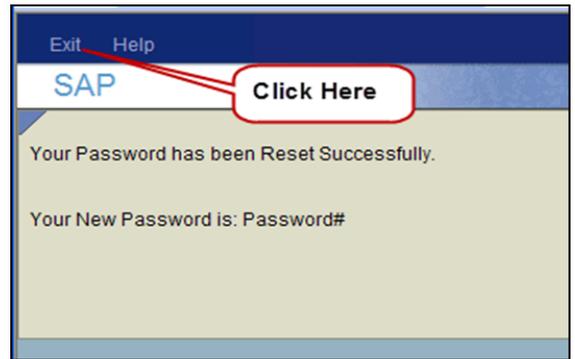3. Answer your Security Question (case sensitive)

4. Select "**Reset Password**" link

Your Password has been Reset.
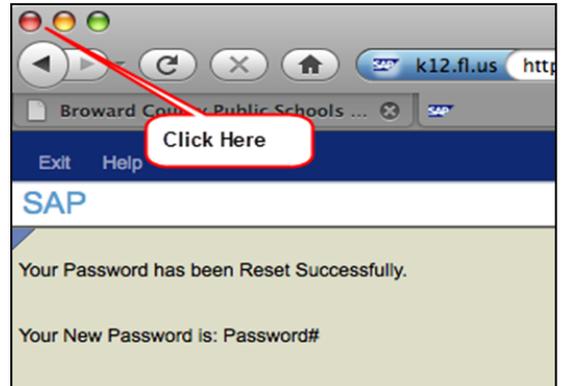
Your news password is: *Password#*
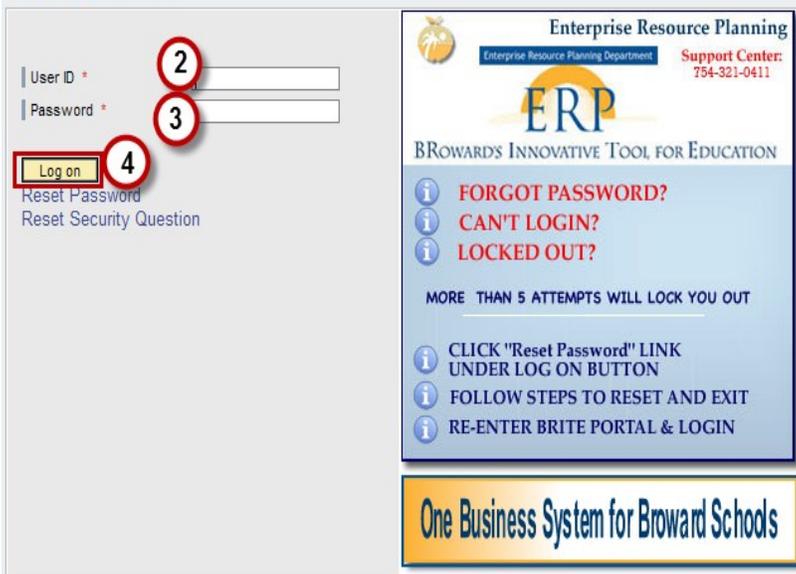
PC:
Click "**Exit**" to exit this screen

MAC:
Click the "**Red Exit**" button to exit this screen

Log back into the system

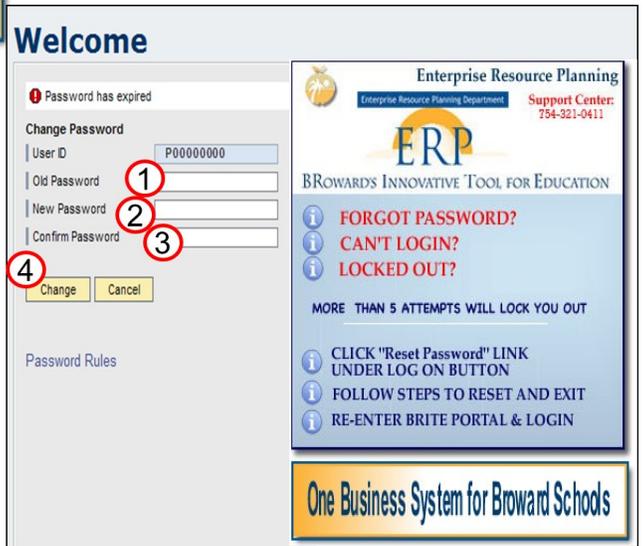Enter your User ID- (Personnel#)

Enter *Password#* in the Password Field

Click on the **Log on** link

Enter the required information (remember, your Old Password is *Password#*)

1. Enter the Old Password *(Password#)*

2. Enter your New Password

3. Confirm your New Password

4. Click **Change**

PASSWORD RULES

- Must be at least eight characters long

- Must contain at least once uppercase and one lowercase letter

- Just contain at least one of the following special characters:

   Example ! " @ $ % & / ( ) ?

- Cannot be identical to the last ten passwords

- The first three characters cannot be identical

- Cannot start with " ! " or "?"

- Must be reset every 45 days

PASSWORD SECURITY

- It is important that all users follow defined security procedures to ensure infor-mation integrity and confidentiality. Your unique user ID and password are at-tached to ***ALL*** the transactions that you process.

- **You are identifiable and accountable for the transactions you process in the system. You do <u>NOT</u> want someone else processing data with your user ID.**

- Unique passwords are used to ensure only authorized individuals have access to those portions of the system required to perform their respective jobs. Passwords also secure sensitive and confidential data. In order for passwords to be effective, they <u>**must**</u> be kept confidential to ensure that no one can access the system under your identity.

   Warning: In sap, if you give someone your password, you give them <u>access to view</u> your personal information (ex. SS#, insurance, beneficiaries), <u>as well as the ability to change sensitive data</u> (e.g. bank information, W2 information, etc.