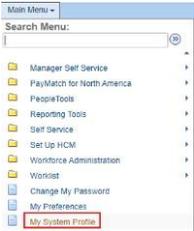
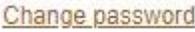


Resetting a Password

Step	Action
1.	In order to reset a password any time prior to the normal expiration of their password, the user must log into HCM Teamworks Employee Self Service (ESS) by entering their User ID and current password.
2.	<p>Begin by navigating to the My System Profile page.</p> <p>Note: This simulation is an example of a transaction. When entering a transaction in the live TeamWorks HCM system, please select all values and options based on agency policy, the paperwork on hand, and the current situation.</p> <p>Click the Main Menu link.</p> 
3.	<p>Click the My System Profile link.</p> 
4.	The General Profile Information page now displays and allows the user to update password and other personal information.
5.	<p>Click the Change Password link.</p> 
6.	Use the Change Password page to change the current password.
7.	<p>The user must first enter their current password.</p> <p>Click in the Current Password field.</p> 
8.	<p>Now, enter the current password.</p> <p>For this example, type Emoticon21!.</p> 

Step	Action
9.	<p>The user must now enter their new password.</p> <p>Click in the New Password field.</p> <p>New Password <input data-bbox="544 394 1024 432" type="text"/></p>
10.	<p>Now enter the new password.</p> <p>For this example, type Changes21*.</p> <p>New Password <input data-bbox="544 573 1024 611" type="text"/></p>
11.	<p>The user must now confirm their new password by re-entering the appropriate information.</p> <p>Click in the Confirm Password field.</p> <p>Confirm Password <input data-bbox="581 747 1062 785" type="text"/></p>
12.	<p>Re-enter the new password.</p> <p>Type Changes21* in the Confirm Password field.</p> <p>Confirm Password <input data-bbox="581 926 1062 963" type="text"/></p>
13.	<p>Click the OK button.</p> <p><input data-bbox="358 1035 518 1073" type="button" value="OK"/></p>
14.	<p>The user has now successfully changed their password.</p> <p>Click the Sign Out link.</p> <p><input data-bbox="358 1220 524 1287" type="button" value="Sign Out"/></p>
15.	<p>Congratulations! You have successfully completed Resetting a Password! End of Procedure.</p>