# How to use the TTE Self Service Password Reset Feature
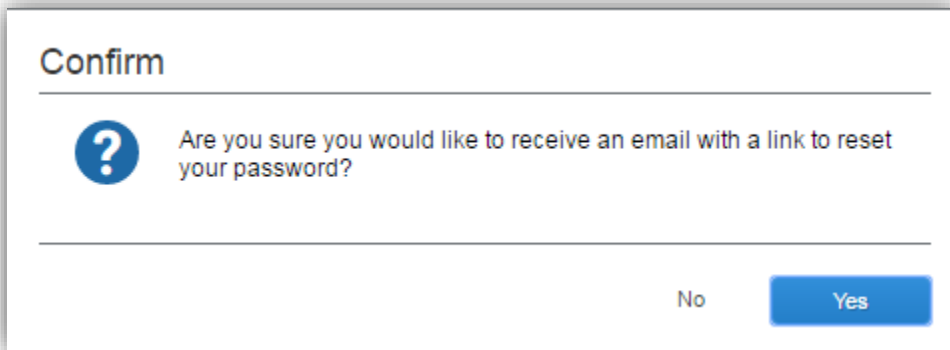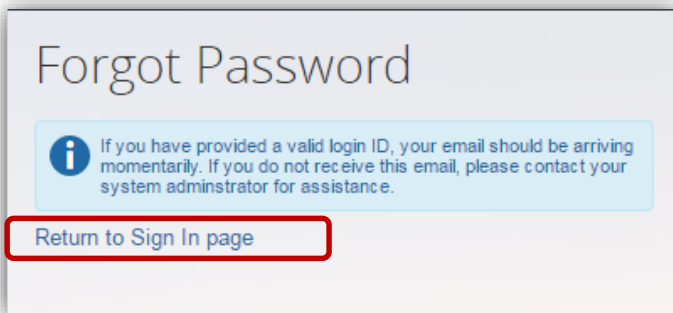
- Access TTE at www.concursolutions.com



- Enter your 8 digit Employee ID (EmployeeID@sog.ga.gov) in User Name.
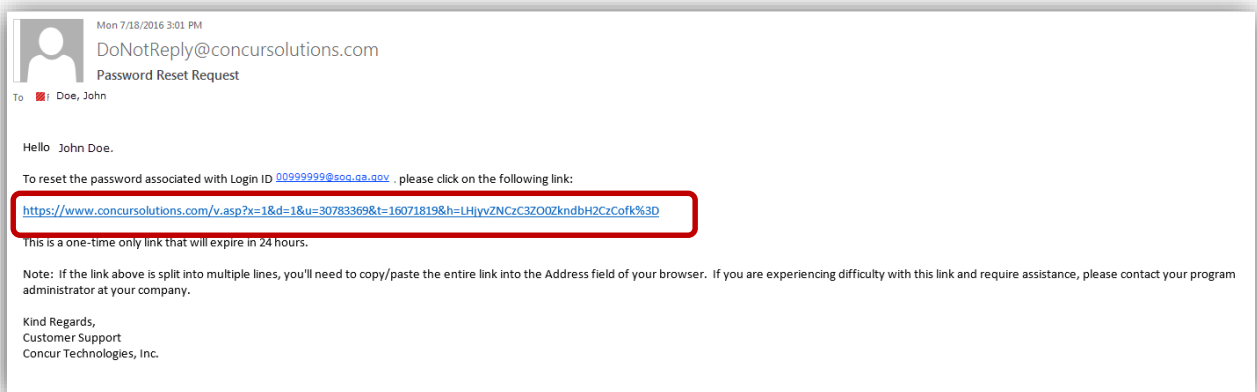- Click on the Forgot Your Password link.



- Enter your User Name ID (EmployeeID@sog.ga.gov)
- Select the **Send me an email with a link to reset my password** option.
- Click **Submit**.

- Click on **Yes** to confirm the Password Reset request.



- Click on the Return to Sign In page link while you wait for the instructions to arrive in your email Inbox.



- An instructional email will be sent to the email address you have entered in your TTE Profile.
- Click on the link in the email.

- Enter a new password in New Password.
- Re-enter your new password in Re-enter New Password.
    *Note the password limitations.*

- Enter a password hint in the Password Hint field. *Create a hint that will help you recall your password.*
- Click **Submit**.
- Your password will be changed, and you can now access TTE.