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# SDSU PEOPLESOFT PASSWORD QUICK REFERENCE GUIDE



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## PASSWORD INSTRUCTIONS

This guide will walk you through the steps to obtain your Password, change your Password, configure your Password information, and retrieve a forgotten Password in the PeopleSoft system.

### CURRENT EMPLOYEE

If you are an SDSU employee and need your PeopleSoft account information and Password, please contact the [BIS Help Desk](#) at (619) 594-0899. It is very important that you change your Password as soon as you log-in for the first time. More information can be found on the following website: <http://bfa.sdsu.edu/~hcm/accountaccess.htm>.

### CHANGE PASSWORD


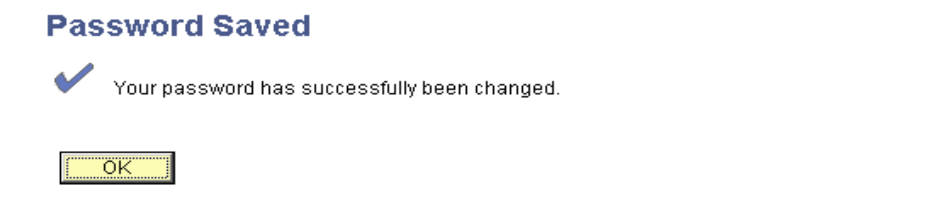
Follow the steps below to change your Password.

**Navigation:** [Menu](#) > [Change My Password](#)

Processing Steps	PeopleSoft Page
<ul style="list-style-type: none"> <li>Log into the PeopleSoft system with your User ID and Password.</li> <li>Click the <b>Change My Password</b> link to change your Password.</li> </ul>	 <p>The screenshot shows the PeopleSoft logo at the top, followed by 'Personalize Content   Layout'. Below this is a 'Menu' window with a search bar and a list of options: My Favorites, Self Service, Manager Self Service, Recruiting, Reporting Tools, PeopleTools, and Change My Password. The 'Change My Password' option is circled in red.</p>

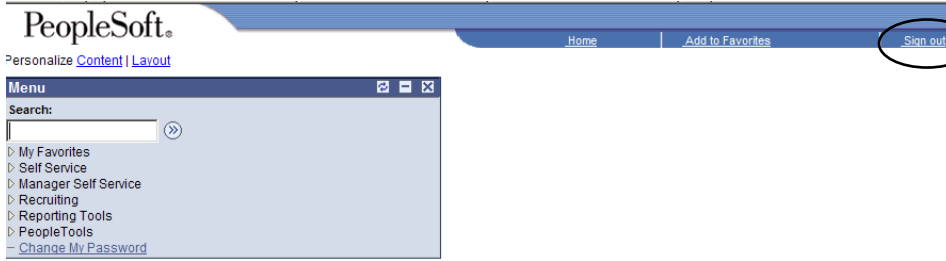


## CHANGE PASSWORD (CONT.)

Processing Steps	PeopleSoft Page
<p>The <b>Change Password</b> page displays.</p> <ul style="list-style-type: none"> <li>• Enter your <b>Current Password, New Password</b> and <b>Confirm Password</b>.</li> <li>• When finished, click on the <b>Change Password</b> button.</li> </ul>	 <p><b>Change Password</b></p> <p>User ID: 812541490</p> <p>Description:</p> <p>*Current Password: <input type="text"/></p> <p>*New Password: <input type="text"/></p> <p>*Confirm Password: <input type="text"/></p> <p><b>Change Password</b></p> <p><b>Password requirements</b></p> <ul style="list-style-type: none"> <li>✚ If this is your very first time logging into the system, it will prompt you to change your Password</li> <li>✚ Your Password will expire every 60 days</li> <li>✚ There will be no warning for Password expiration but the system will prompt you to change your Password at the time it expires</li> <li>✚ There are 3 maximum log-in attempts before your account will be locked</li> <li>✚ If your account is locked, you will need to call the Help Desk at x4-0899 to have your Password reset</li> <li>✚ The minimum Password length is 8 characters</li> <li>✚ Passwords should contain at least one number</li> <li>✚ Passwords should contain at least one special character (e.g., '/', '@'...)</li> <li>✚ Passwords are case sensitive</li> <li>✚ The same Password cannot be reused</li> </ul>
<p>The system will prompt you that your new Password is saved.</p> <ul style="list-style-type: none"> <li>• Click <b>OK</b>.</li> </ul>	 <p><b>Password Saved</b></p> <p>✓ Your password has successfully been changed.</p> <p><b>OK</b></p>

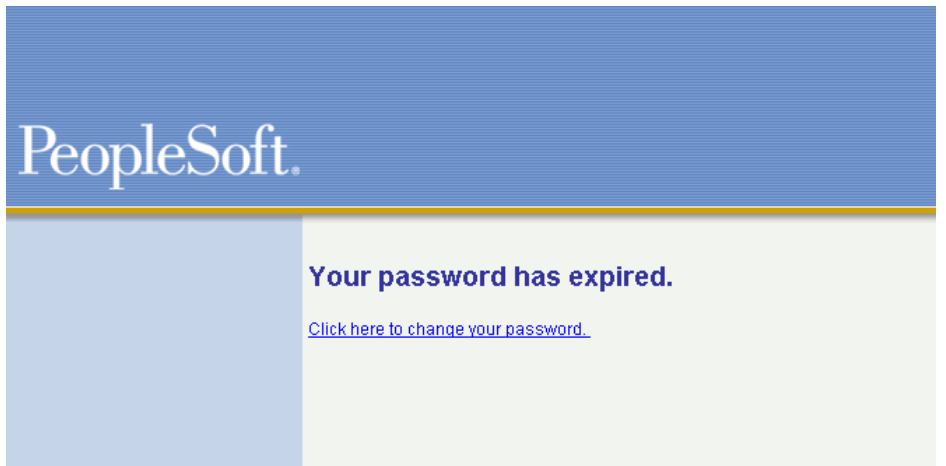


## CHANGE PASSWORD (CONT.)

Processing Steps	PeopleSoft Page
<ul style="list-style-type: none"> <li>• Sign Out and sign back into the system to enable your new Password.</li> </ul> <p>Congratulations! You have successfully changed your Password!</p>	

## CHANGE EXPIRED PASSWORD

Your PeopleSoft Password will expire every 60 days and you will be prompted to change your Password the next time you log into the system. Follow the steps below to change your expired Password.

Processing Steps	PeopleSoft Page
<ul style="list-style-type: none"> <li>• Log into the PeopleSoft system with your User ID and Password.</li> <li>• Click on the <b>Click here to change your password</b> link and follow the steps above to change your expired Password.</li> </ul>	



## CONFIGURE PASSWORD INFORMATION

You have the ability to configure Password “help” in the PeopleSoft system, which enables the system to email you a new Password in the event that you have forgotten your Password. Follow the steps below to configure your Password help question.

**Navigation:** [Menu](#) > [My System Profile](#)

Processing Steps	PeopleSoft Page
<ul style="list-style-type: none"><li>• Log into the PeopleSoft system with your User ID and Password.</li><li>• Click the <b>My System Profile</b> link to change your Password.</li></ul>	 <p>The screenshot shows the PeopleSoft logo at the top. Below it is a 'Menu' window with a search bar and a list of links. The links are: My Favorites, Self Service, Manager Self Service, PeopleTools, CSU ID Search, Careers, Change My Password, and My System Profile. The 'My System Profile' link is highlighted with a blue background and circled in black.</p>



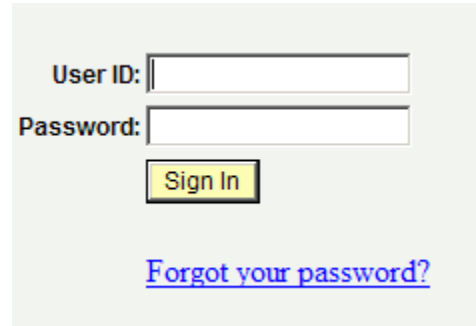
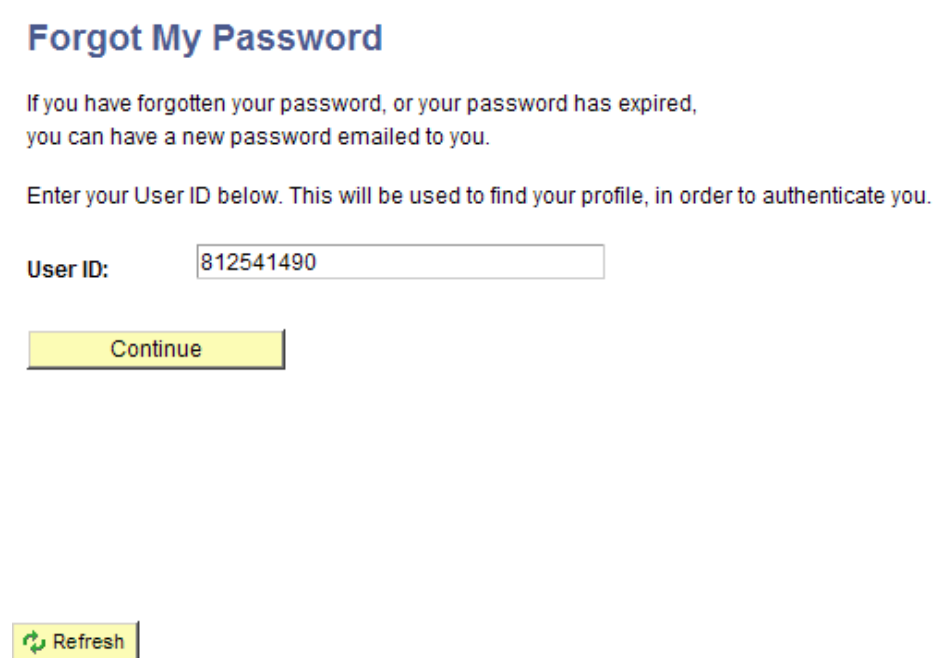
## CONFIGURE PASSWORD INFORMATION (CONT.)

Processing Steps	PeopleSoft Page
<p>The <b>General Profile information</b> page displays.</p> <ul style="list-style-type: none"> <li>Click on <b>Change or set up forgotten password help</b>.</li> </ul>	<p><b>General Profile Information</b></p> <p><b>Password</b></p> <p><a href="#">Change password</a></p> <p><a href="#">Change or set up forgotten password help</a></p> <p><b>Personalizations</b></p> <p>Your current language preference is: English</p> <p>My preferred language for reports and email is: <input type="text" value="English"/></p> <p>Currency Code: <input type="text"/></p> <p>Default Mobile Page: <input type="text"/></p> <p><b>Email</b></p> <p><a href="#">Edit Email Addresses</a></p> <p><b>Alternate User</b></p> <p>If you will be temporarily unavailable, you can select an alternate user to receive your routings.</p> <p>Alternate User ID: <input type="text"/></p> <p>Effective Date: <input type="text"/> (example: 12/31/2000)</p> <p>To Date: <input type="text"/> (example: 12/31/2000)</p> <p><b>Workflow Attributes</b></p> <p><input checked="" type="checkbox"/> Email User <input checked="" type="checkbox"/> Worklist User</p> <p><a href="#">Miscellaneous User Links</a></p> <p><input type="button" value="Save"/></p>
<p>The <b>Change or set up forgotten password help</b> page displays.</p> <ul style="list-style-type: none"> <li>Choose a question from the drop down list and enter your response.</li> <li>Click OK to save.</li> </ul> <p>Congratulations! You have successfully configured your forgot Password Help!</p>	<p><b>Change or set up forgotten password help</b></p> <p>If you forget your password, you can have a new password emailed to you. Enter a question and your response below. These will be used to authenticate you.</p> <p>Question: <input type="text" value="What is your pet's name?"/></p> <p>Select from the list of questions.</p> <p>Response: <input type="text" value="DOG"/></p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p>



## **FORGOTTEN PASSWORD? (CONT.)**

If you have forgotten your Password, and have set up your Password help question, click on the **Forgot your password?** link on the log-in page.

Processing Steps	PeopleSoft Page
<ul style="list-style-type: none"><li>Click on the <b>Forgot your password?</b> link.</li></ul>	
<p>The <b>Forgot My Password</b> page displays.</p> <ul style="list-style-type: none"><li>Enter your User ID and click <b>Continue</b>.</li></ul>	



## FORGOTTEN PASSWORD? (CONT.)

Processing Steps	PeopleSoft Page
<p>You will receive an email with a new Password.</p>	<p>From: HSDTRN@calstate.edu            To:            Subject: User ID Password</p> <p>You have requested that a new PeopleSoft Password be e-mailed to you.</p> <p>If you have tried more than five(5) times to log in to your account, your User ID might be locked and you will need to contact the Help Desk at x4-0899 to have it unlocked.</p> <p>Your new password is 5WKI3SZS~7. Please change your password immediately after logging into your account.</p>
<ul style="list-style-type: none"> <li>• Close the Internet Explorer window and open a new PeopleSoft session.</li> <li>• Log into the system with the Password that was emailed to you. For security purposes, change your password as soon as you log in.</li> </ul> <p>Congratulations! You have successfully retrieved your forgotten Password!</p>	