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UNIVERSITY**

**SDSU HCM 8.9 Training Guide  
Change Expired Password**

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**DRAFT**

**REVISION CONTROL**

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## Introduction

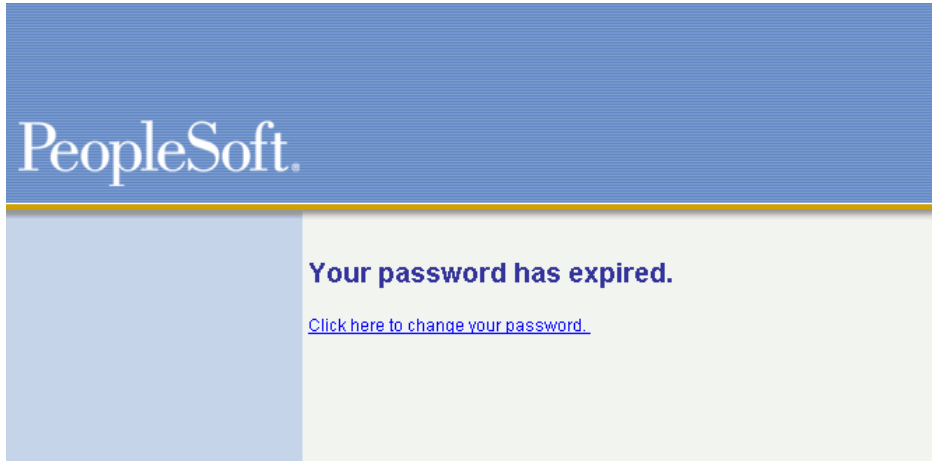
This process guide details the steps to change your password when it expires or if this is your first night logging into the system.

## Process Prerequisites/Assumptions

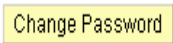
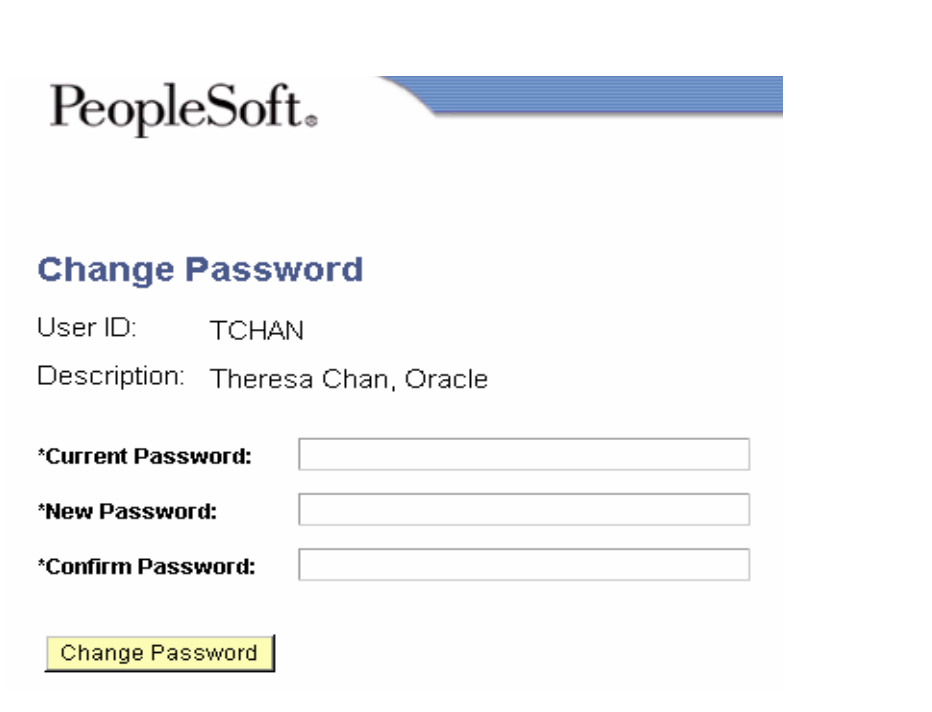
Prerequisite/Assumption	Detail
None	

## Processing Steps

### PeopleSoft 8.9 Application Menu – Change Expired Password

Processing Steps	Screen Shot
<ul style="list-style-type: none"> <li>Log on to the PeopleSoft Application with your <b>User ID</b> and <b>Password</b></li> <li>If this is your first time logging on to the system or if your password expired, the system will prompt you to change your password</li> <li>Click on the <a href="#">Click here to change your password</a> hyperlink</li> </ul>	

### Change Password

Processing Steps	Screen Shot
<ul style="list-style-type: none"> <li>The <b>Change Password</b> page displays.</li> <li>Enter your current password and your new password</li> <li>To confirm your new password, enter your new password again in the <b>Confirm Password</b> field</li> <li>When done, click on the  button</li> </ul>	

	<p><b>Note: Password requirements</b></p> <ul style="list-style-type: none"> <li>✚ If this is your very first time logging on to the system, it will prompt you to change your password</li> <li>✚ Your password will expire in 60 days</li> <li>✚ There will be no warning for password expiration but the system will prompt you to change your password</li> <li>✚ Maximum log on attempts is three before your account will be locked and you will need to call the Helpdesk to have your password reset</li> <li>✚ Minimum length of password is eight</li> <li>✚ Password should contain at least one number</li> <li>✚ Password should contain at least one special character. (For example: '/', '@'...)</li> <li>✚ Password is case sensitive</li> <li>✚ Same password cannot be reused</li> </ul>
<ul style="list-style-type: none"> <li>• The system will prompt you that your new password is saved</li> <li>• Click <b>OK</b></li> </ul>	<p><b>Password Saved</b></p> <p>✓ Your password has successfully been changed.</p> <p><input type="button" value="OK"/></p>
<ul style="list-style-type: none"> <li>• Now you have to log off and sign back on to the system</li> <li>• To sign off the system click on the <a href="#">Sign out</a> hyperlink on the top right page</li> <li>• Sign on to the system again with your new password</li> </ul> <p><b>Note:</b> You can also sign off the system by closing your IE Browser. Click <b>File</b> on the IE Browser menu on top of the screen and click <b>Close</b>.</p> <ul style="list-style-type: none"> <li>• This completes the <b>Change My Password</b> process.</li> </ul>	