



**SAN DIEGO STATE
UNIVERSITY**

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

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DRAFT

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Author: Theresa Chan
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Introduction


This process guide details the steps to change you own user password.

Process Prerequisites/Assumptions


Prerequisite/Assumption	Detail
None	

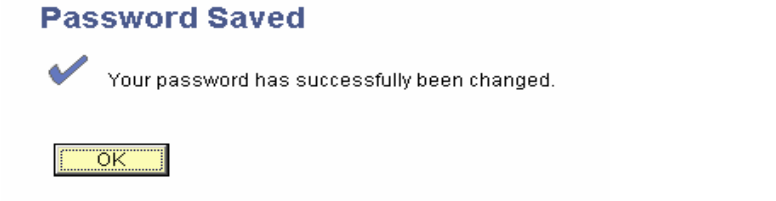
Processing Steps

PeopleSoft 8.9 Application Menu – Change My Password

Processing Steps	Screen Shot
<ul style="list-style-type: none"> Log on to the PeopleSoft Application with your User ID and Password Select and click on the Change My Password hyperlink 	 <p>The screenshot shows the PeopleSoft logo at the top. Below it is a 'Menu' window with a search bar. A list of menu items follows, including 'My Favorites', 'CSU SA Baseline', 'CSU Temp Faculty', 'Self Service', 'Manager Self Service', 'Recruiting', 'Workforce Administration', 'Benefits', 'Compensation', 'Time and Labor', 'Payroll for North America', 'Global Payroll & Absence Mgmt', 'Payroll Interface', 'Workforce Development', 'Organizational Development', 'Workforce Monitoring', 'Pension', 'Set Up HRMS', 'Set Up SACR', 'Worklist', 'Tree Manager', 'Reporting Tools', 'CSU Security Reports', 'PeopleTools', 'CSU ID Search', 'Careers', 'Change My Password', 'My Personalizations', and 'My Dictionary'. The 'Change My Password' item is highlighted with a blue background and circled in red.</p>

Change Password

Processing Steps	Screen Shot
<ul style="list-style-type: none"> • The Change Password page displays. • Enter your current password and your new password • To confirm your new password, enter your new password again in the Confirm Password field • When done, click on the Change Password button 	 <p>Note: Password requirements</p> <ul style="list-style-type: none"> ✚ If this is your very first time logging on to the system, it will prompt you to change your password ✚ Your password will expire in 60 days ✚ There will be no warning for password expiration but the system will prompt you to change your password ✚ 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 ✚ Minimum length of password is eight ✚ Password should contain at least one number ✚ Password should contain at least one special character. (For example: '/', '@'...) ✚ Password is case sensitive ✚ Same password cannot be reused

<ul style="list-style-type: none"> The system will prompt you that your new password is saved Click OK 	
<ul style="list-style-type: none"> Now you have to log off and sign back on to the system To sign off the system click on the Sign out hyperlink Sign on to the system with your new password <p>Note: You can also sign off the system by closing your IE Browser. Click File on the IE Brower menu on top of the screen and click Close.</p> <ul style="list-style-type: none"> This completes the Change My Password process. 	