Step 1. Using Forgot User ID


Step 2. Select Returning User/Employee Self Service Login

Step 3. Select Forgot User ID (User ID is your 6 digit Employee ID)

Step 4. Enter an email address and then hit **Submit**. An email will be sent instructing you to contact your Human Resource Department to receive your User ID.
**Step 1. Using Forgot Password**

Select **Forgot Password**

**Step 2.**

Enter your **User Login**, (6 digit Employee ID number) then select Continue

**Step 3.**

Line one, enter your **Last Name**.

Line two, enter the **two digits of your birth month, last two digits of your birth year** *(no characters between, do NOT use a dash (-), slash (/) or space).*

Line three, enter the last 4 digits of your **Social Security Number**.

Click Continue.
Step 4. Create a new password following password policy and re-enter the password for validation. Click Confirm.

Step 5. Final message stating you were successful.

Congratulations! Your password has been successfully reset. Please click here to access your Identity console.

If you have any questions please contact your Human Resources or Payroll Office.