Using Forgot User ID/Password


Select Returning User/Employee Self Service Login

![Image showing login options]

**Step 1. Using Forgot ID**

Select **Forgot User ID** (User ID is your 6 digit Employee ID)

![Image showing forgot user ID login]

**Step 2.** 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.

![Image showing forgot user id form]
Step 1. Using Forgot Password

Select Forgot Password

Step 2.

Enter your User ID (6 digit Employee ID number) and Zip Code (or Postal Code) 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.