## University of Houston Z Clear Lake

Human Resources

## FIRST TIME LOGIN OR LOGIN FAILURE

- 1. Request new password by clicking on the Request
- A New Password?

2. Enter in your user id, this is your UHCL 7-digit employee id number, and click continue.

3. Enter your User ID. This is your 7-digit UHCL student/employee ID number, and click continue.

## How to Request a New Password

2. Sign In	
User ID:	
Password:	
Login using your UHCL use	rname or 7-Digit Student/Employee ID Number
Example: hunterh or 123450	57
Request A New Password?	1
Request My User ID	-

## University of Houston System

If you have forgotten your password, or your pass	word has expired,
you can have a new password emailed to you.	
Enter your User ID below. This will be used to find	your profile, in order to authenticate you
Don't know your User ID? Click Here	
	User ID
	Continue
Changing your password here will change you	r PeopleSoft password.
To change your Cougarnet password, use the	UIT Password Wizard site.
To change your UHV password, use the UHV S	elf-Service Password Recovery page.
To change your UHCL network password, use	the Profiles Reset Password Tool.

4. Answer the security question for user validation, and click Email New Password.

- A new, temporary, one time use password will be mailed to the preferred email account on file.
- The email will be from uhselfservice@.

Jser ID 0151781	
Please answer the following question below for user validation	on.
Question	What is my date of birth? (MMDDYYYY format)
Response	
	Email New Password

5. Highlight the password in body of email. Be sure to <u>only</u> highlight the password and not the space before or period after the password. The system will recognize both as additional characters. Copy (Edit-Copy or Ctrl-C).

- 6. Return to Login page: <u>www.uhcl.edu/hr</u>.
- 7. Enter your 7-digit employee id number for User ID.
- 8. Paste Password from email and click Sign In. After signing in the temporary password will expire.
- 9. Click on the Miscellaneous tile.
- 10. Click on Change My Password link in the left hand menu.
- 11. Paste the temporary password (Edit-Paste or Ctrl-V) into current password field.
- 12. Create a new password using the password rules
- listed on the change password page.

13.	Re-enter	the new	password	in the	Confirm	Password
fiel	d.					

Click Change Password to complete the process.

Confirmation that the password has been changed will be given. Click OK.

Your nev	/ password	is	now	active.
10011101	, passivora		110 11	accive.

System Passwords need to have:	
<ol> <li>Minimum Length - 8 characters.</li> </ol>	
2. At least one character from each of the following	ng:
- a. Upper or Lower case (a-z, A-2)	
- b. Numeric: 0-9	
- c. Special Character: ! # % & ( ) * 8 ^ .	
*Current Password	
*Confirm Password	]
Change Password	