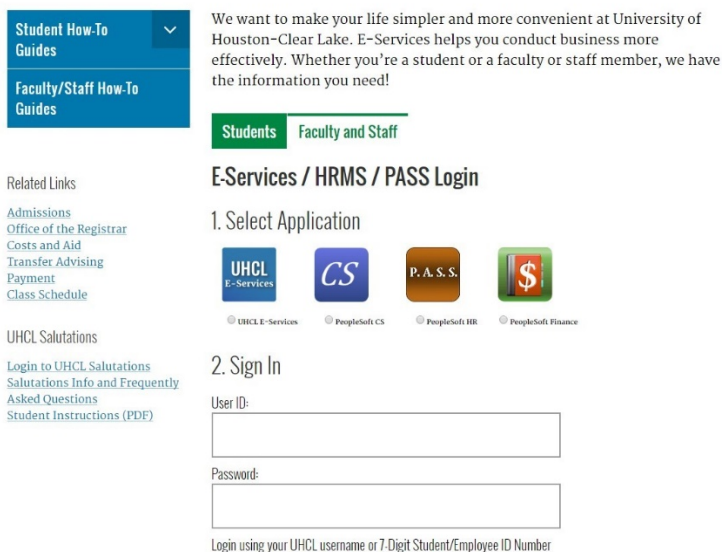


LOGGING INTO P.A.S.S. USING E-SERVICES

The E-Services link is located on the UHCL homepage, www.uhcl.edu. At the login screen, it is important to click on the green tab that says **Faculty and Staff**. It will default to the tab that says **Students**, so if you do not change it, you will be logging on as a UHCL student, which is not what you want. Once you click on the Faculty and Staff tab, it will turn white and four icons will appear as shown below. Click on the PeopleSoft HR button and log in. If you fail to select one of the icons, it will return an error page.

E-Services



We want to make your life simpler and more convenient at University of Houston-Clear Lake. E-Services helps you conduct business more effectively. Whether you're a student or a faculty or staff member, we have the information you need!

Students Faculty and Staff

E-Services / HRMS / PASS Login

1. Select Application

UHCL E-Services CS P. A. S. S. PeopleSoft Finance

2. Sign In

User ID:

Password:

Login using your UHCL username or 7-Digit Student/Employee ID Number

There are two ways to log into E-Services:

- User ID of your 7-digit employee ID number and its password.
New employees should first log in with their employee ID number. This password expires every **NINETY** days.
- User ID of your single sign-on username -- which is or begins with your last name. The single sign-on would be the same username and password you would use to log onto your on-campus computer or Webmail.
This password expires every **ONE HUNDRED TWENTY** days.

Reset Your Password

Click on the **Request a New Password** link on the E-Services login page to reset your 7-digit username password. You will be required to enter your 7-digit ID number and your birthdate. Once you submit that, you will receive a new password via e-mail most likely to your UHCL employee e-mail address from uhselfservice@uhcl.edu. These password resets come from the UH-Central campus. If you need a password reset for your single sign-on, please call the UCT Support Center at 281.283.2828.

System Passwords need to have:

1. **Minimum Length – 8 characters.**
2. **At least one character from each of the following:**
 - a. **Upper or Lower case (a-z, A-Z)**
 - b. **Numeric: 0-9**
 - c. **Special Character: ! # % & () * ^ .**

Once logged into P.A.S.S. you will see the Employee Self Service menu which has icons that allow you to perform various functions that relate to your employment. **Change your password option is under the Miscellaneous icon.**



When you click on each icon, you will be presented with a menu on the left side of the screen that allows you to navigate to information for that module. Each icon module is self-explanatory. Contact Human Resources for further information at 281.283.2161.

Please remember to sign off when you are through with P.A.S.S. The sign off option is located in the upper right of your screen. If you fail to sign off, you will be warned of an impending time out.