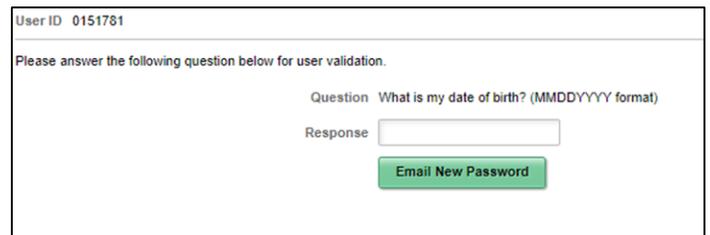


FIRST TIME LOGIN OR LOGIN FAILURE

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 in your date of birth and click Email New Password.
 - A new, temporary, one-time use password will be emailed to your preferred email address on file.
 - The email will be from uhselfservice@.



4. Retrieve new password from your email account.
5. Highlight the password in body of email. Be sure to **only** 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).
5. Close email.

6. Return to Login page: www.uhcl.edu/hr.
 7. Enter your 7-digit employee id number for User ID.
 8. Paste Password from email (Edit-Paste or Ctrl-V), 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 field.
- Click Change Password to complete the process. Confirmation that the password has been changed will be given. Click OK.
Your new password is now active.

