HOW TO LOG INTO P.A.S.S.

FIRST TIME LOGIN OR LOGIN FAILURE

☐ Request new password by clicking on the **Request A New Password?** link.
☐ Enter in your user id, this is your UHCL 7-digit employee id number, and then click continue.

☐ Be sure to verify that the Email ID listed under your User ID (employee id) is a **valid** email address. This is where your temporary password will be sent.
☐ Next, enter in your date of birth and then click the Email New Password button.
☐ A new, temporary, one-time use password will be emailed to you.

☐ Retrieve new password from your email account. The email will be from uhselfservice@.
☐ 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)
☐ Close email.

☐ Return to Login page: [www.uhcl.edu/hr](http://www.uhcl.edu/hr).
☐ Enter your 7-digit employee id number for User ID.
☐ Paste Password from email (Edit-Paste or Ctrl-V), and click Sign In.
☐ Your temporary, one-time use password will expire.
☐ Click on the P.A.S.S. portal link.
☐ Next, click on the **Change My Password** link on the left hand menu of the page.
☐ Paste temporary password (Edit-Paste or Ctrl-V) into current password field.
☐ Create a new password using the password rules to the right and as listed on the change password page.
☐ Re-enter the new password in the confirmation box.
☐ 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.

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