PEOPLESOFT PASSWORD REQUEST/RESET

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/student id number, and then click continue.

☐ Be sure to verify that the Email ID listed under your User ID (employee id/student 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.
☐ Enter your 7-digit employee id/student 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 (employees), or E-Services portal link (students).
☐ 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.

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: ! # % & ( ) * @ ^ .