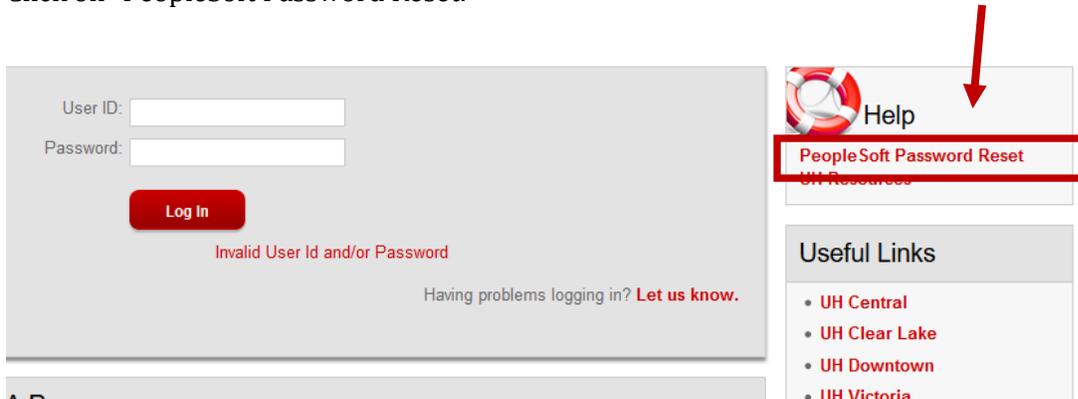


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## T.A.P PeopleSoft Password Reset

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1. Visit the Training Access Portal: <https://login.tap.uh.edu/>
2. Click on “PeopleSoft Password Reset.”



The screenshot shows the T.A.P login page. On the left, there are input fields for "User ID:" and "Password:" with a red "Log In" button below them. Below the button, a red error message reads "Invalid User Id and/or Password". To the right of the login area is a navigation menu with a "Help" icon and a red arrow pointing to the "PeopleSoft Password Reset" link, which is highlighted with a red box. Below this is a "Useful Links" section with a list of links: "UH Central", "UH Clear Lake", "UH Downtown", and "UH Victoria".

3. Enter your Employee Number and click “Continue.”

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.

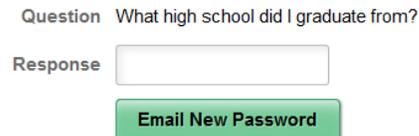
[Don't know your User ID? Click Here](#)



The screenshot shows a "User ID" input field with a green "Continue" button below it. A red box highlights the input field and the button. A red arrow points down from the "PeopleSoft Password Reset" link in the previous screenshot to this field.

4. The next screen will depend upon what you have done in the past.
  - 4a. If you have previously set up password security questions, it will ask you for them.
  - 4b. If you have not previously set up security questions, it will ask for your date of birth.
  - 4c. **Answer whichever prompt you receive and click “Email New Password.”**

Please answer the following question below for user validation.



The screenshot shows a security question prompt. It includes a "Question" field with the text "What high school did I graduate from?", a "Response" input field, and a green "Email New Password" button.

Once you click on “Email New Password,” the system will send you an automated e-mail with a new access password. **Depending on system backup, it may be immediate, or it may take several hours.**

**This will only change your PeopleSoft password – not your eServices/Email password.**