

Forgotten your Password?

If you know your User ID but have forgotten your Password, you can create a new Password as follows.

1. Click on [Forgot My User Name or Password](#) on the **PeopleSoft Log In** page. The **Forgot Username or Password** page displays.

Board of Regents Sign out

[Help](#)

Forgot Username or Password

Privacy and Security

Your personal information is completely private and will not be disclosed to any outside organization without your expressed written consent.

To search for your User Profile, please provide the following personal information and select NEXT.

Date of Birth (mm/dd/yyyy)	SSN (Last 4 digits)	Home Zip Code (5 digit)	<input type="button" value="Next"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	

If you know your User ID but have forgotten the password, select .

2. Click on . The **Forgot My Password** page displays.

Forgot My Password

If you have forgotten your password, or your password has expired, you can change your password now by following the instructions below.

Enter your User ID below. This will be used to find your profile, in order to authenticate you.

User ID

Select NEXT to continue.

3. Enter your **User ID** in the **User ID** field.
4. Click on **Next**. The **Forgot Password** page displays.

Forgot Password

User ID: SAMPLE_EMPLOYEE

Email ID: sample.employee@yahoo.com

Please answer the following question below for user validation.

Question Name of the High School you graduated from

Response

If you don't remember your secret response, click "Email New Password" below. A temporary password will be emailed to you.

[Email New Password](#)

[Back](#) [Next](#)

NOTE: This page has the following Known Issue:

- The **Back** and **Next** buttons may not appear on this page unless your browser page is maximized. Press the **F11** key to maximize your browser page.
5. Verify your **Email ID**.
 6. Enter the **answer to your security question** in the **Response** field.
 - **NOTE:** If you do not see the **Back** button on your page as noted in Step 4 and you click on [Email New Password](#) instead, you will receive a new password in your email instead of getting the option to reset your Password as noted in Step 7.
 7. Click on **Next**. The **Change Password** page displays.

Change Password

User ID SAMPLE_EMPLOYEE

Description Employee,Sample

New Password

Confirm Password

Change Password

Back

8. Enter **your new password** in the **New Password** field.
9. Re-enter **your new password** in the **Confirm Password** field.
10. Click on **Change Password**.
 - Forgotten the answer to your security question? You will be able to have a new randomly generated password sent to your email address so you can gain access to your account and reset your password.
 - Click on **Email New Password**. A password will be sent to the e-mail address you entered in your **Create a User Account** page. Once you are logged in, you can then change this password using **My System Profile**, as noted on page 12 of this document.

If you don't remember your secret response, click "Email New Password" below. A temporary password will be emailed to you.

Email New Password

A temporary password has been emailed to sample.employee@yahoo.com.

Back **Next**

Employee Self Service Information "noreply@usg.edu" <noreply@usg.edu> Add To: sample.employee@yahoo.com	Standard Header ▾ Friday, November 3, 2006 10:47:07 AM
PASSWORD LJF16MOU86	