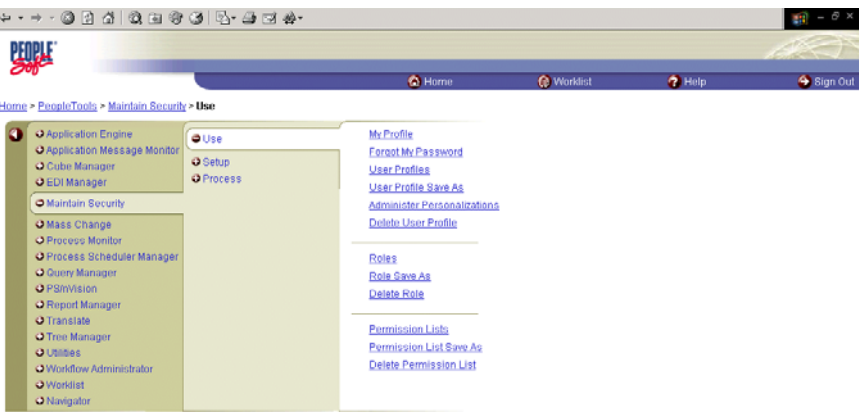
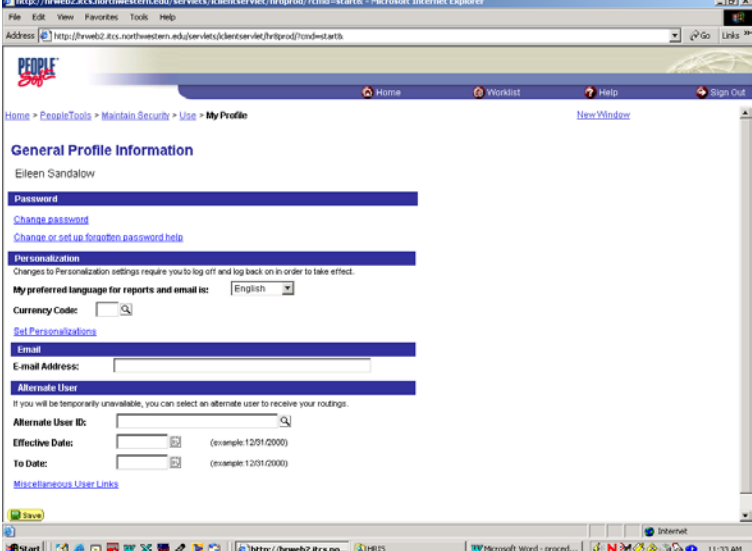


Changing Passwords in HRIS

This procedure will explain the steps to change your password in HRIS. You will be prompted every 120 days to change your password.

Rules involved with the procedure

Do NOT USE [Change or set up forgotten password help](#) It is not set up

Step	Comments
<p>Step 1</p> <p><i>Go to Home/Peopletools/Maintain Security/My Profile</i></p>	 <p>The screenshot shows the 'Use' menu in the HRIS application. The left sidebar contains a tree view with 'Maintain Security' expanded, showing sub-items like 'Mass Change', 'Process Monitor', 'Process Scheduler Manager', 'Query Manager', 'PSInvision', 'Report Manager', 'Translate', 'Time Manager', 'Utilities', 'Workflow Administrator', 'Worldlist', and 'Navigator'. The main content area shows a 'My Profile' section with links for 'Forgot My Password', 'User Profiles', 'User Profile Save As', 'Administer Personalizations', and 'Delete User Profile'. Below this are sections for 'Roles' and 'Permission Lists' with similar links.</p>
<p>Step 2</p> <p><i>Select Change Password</i></p>	 <p>The screenshot shows the 'My Profile' page in the HRIS application. The page title is 'General Profile Information' for user 'Eileen Sandalow'. The 'Password' section is highlighted in blue and contains a 'Change password' link and a 'Change or set up forgotten password help' link. Below this is the 'Personalization' section, followed by 'Email Address', 'Alternate User', and 'Effective Date' fields. A 'Save' button is visible at the bottom left of the form area.</p>

Step 3

**Enter Current Password
New Password and then
Confirm New Password**

Click on OK

The screenshot shows a web browser window titled "Self Service User Profile - Microsoft Internet Explorer". The address bar shows the URL: <http://hrweb2.its.northwestern.edu/servlets/clientservlet/hr/prod/?cmd=startb>. The page header includes the "PEOPLE" logo and navigation links for Home, Worklist, Help, and Sign Out. The breadcrumb trail is: Home > PeopleTools > Maintain Security > Use > My Profile. The main content area is titled "Change password" and contains three input fields: "Current Password:", "New Password:", and "Confirm Password:". Below the fields are "OK" and "Cancel" buttons.

Step 4

Save Data

The screenshot shows the "General Profile Information" page in the HRIS system. The user's name is Eileen Sandalow. The page is divided into several sections: "Password" with links for "Change password" and "Change or set up forgotten password help"; "Personalization" with a note that changes require a log off and log back on, and a dropdown for "My preferred language for reports and email" set to "English"; "Currency Code" with a search icon; "Email" with an "E-mail Address" field; and "Alternate User" with a note that an alternate user can be selected for routing, and fields for "Alternate User ID", "Effective Date", and "To Date". At the bottom of the form is a "Save" button. The browser window title is "Self Service User Profile - Microsoft Internet Explorer" and the address bar shows the same URL as in the previous screenshot.