

Forgot Your Password Tutorial

NOTE: this is a tutorial; you cannot use these screens to get a new password.

Returning users that have forgotten their password can click on the "Forgot Your Password" link on the log in screen of Employee Self Service.

New users that have never logged into Employee Self Service Center cannot use this feature until they have logged in successfully once and set up their Secret Question and Answer. Employees should contact their agency Human Resource Office for their first password.

Users returning for the first time on or after July 25, 2007 will not be able to use the "Forgot Your Password" feature until they've successfully logged in once and set up a new Secret Question and Answer. On July 25, 2007, Employee Self Service was upgraded and as a result old secret questions and answers were deleted in order to accommodate a new format.

Users that have logged in since July 25, 2007 will be able to use the "Forgot your Password" feature.

Here is the ESS Log in screen showing the "Forgot your Password" link:

KANSAS
Employee Self Service

Welcome to the State of Kansas Employee Self Service

Problems signing in? Call the Help Desk at 296-1900 (Topeka) or toll-free 1-866-999-3001 (outside Topeka).

<p>Employee ID: <input type="text"/></p> <p>Password: <input type="password"/></p> <p><input type="button" value="Sign In"/></p> <p>To set trace flags, click here</p> <p>Forgot Your Password?</p> <p>Instructions for Forgot Your Password</p>	<p style="text-align: center;">After signing in you can:</p> <table border="0"><tr><td style="vertical-align: top;"><p style="text-align: center;">View</p><ul style="list-style-type: none">• Personal Data• Benefits Confirmation Statement• Training Summary• Leave Balances• Paycheck Information• Total Compensation</td><td style="vertical-align: top;"><p style="text-align: center;">Update</p><ul style="list-style-type: none">• Benefits Open Enrollment (during October)• General Profile Information• W-4 Federal Tax Information<p style="text-align: center;">Request</p><ul style="list-style-type: none">• W-2 Reissue</td></tr></table> <p style="text-align: center;">Click here to use the Forgot Your Password feature</p>	<p style="text-align: center;">View</p> <ul style="list-style-type: none">• Personal Data• Benefits Confirmation Statement• Training Summary• Leave Balances• Paycheck Information• Total Compensation	<p style="text-align: center;">Update</p> <ul style="list-style-type: none">• Benefits Open Enrollment (during October)• General Profile Information• W-4 Federal Tax Information <p style="text-align: center;">Request</p> <ul style="list-style-type: none">• W-2 Reissue
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****Important information when using a shared or public computer****
To prevent others from viewing confidential information,
close your browser after you sign out of Employee Self Service.

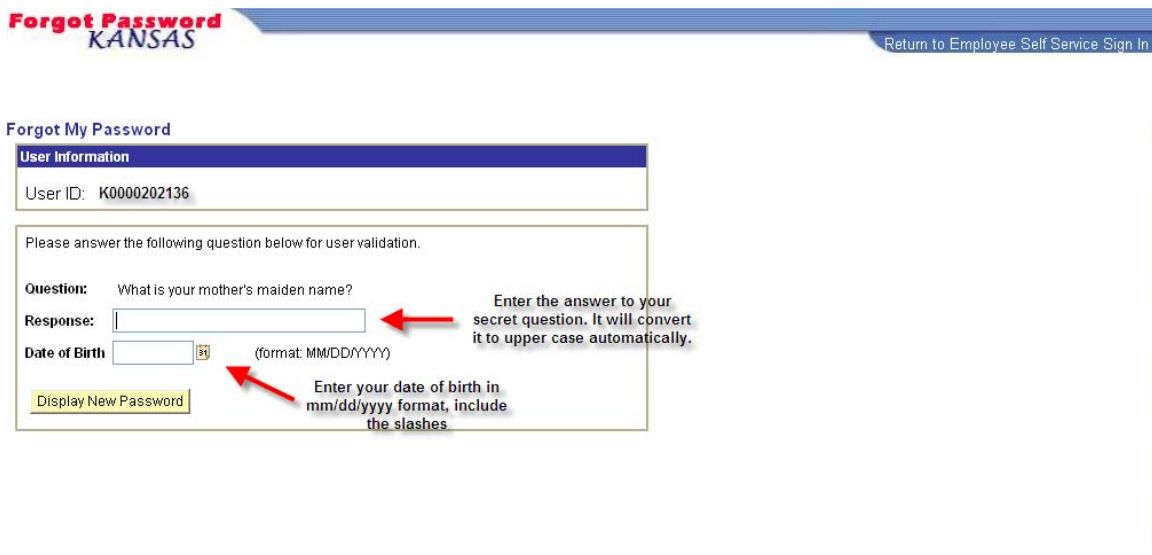
When you click on the "Forgot Your Password" link, the following screen appears:



Enter your Employee ID Number and click on "Continue"



You will see the following screen that shows you the secret question you set up when you first created your account. You'll also need to enter your birthdate in the format shown



Here is the screen after information is entered, Click on “Display New Password”

Forgot Password
KANSAS

Return to Employee Self Service Sign In

Forgot My Password

User Information

User ID: K0000202136

Please answer the following question below for user validation.

Question: What is your mother's maiden name?

Response: SMITH

Date of Birth: 12/22/1980 (format: MM/DD/YYYY)

Display New Password ← Click here to get a new password

The system will generate a new password for you:

Forgot Password
KANSAS

Return to Employee Self Service Sign In

Your new temporary password is 04PURVC98. ← Your new password is displayed here.

Double click on the temporary password generated above, then right click on your mouse and select copy.

You will use this temporary password in the password field on the Self Service sign in page.

You can paste the password in the password field by right clicking on your mouse and selecting paste.

You will then be directed to create a new password.

Click the OK button to return to the Self Service Center welcome page to sign in. (0,0)

OK Cancel

Main Content

Now you need to copy that password or write it down. If the text is too small to read you can enlarge it by clicking on “View”, then “Text Size” then “Larger” or “Largest”. You can change it back to “Medium” later.

Your new temporary password is **W5CR6MO63**.

Double click on the temporary password generated. **Double click on the password to highlight it.**

You will use this temporary password in the password field of the Employee Self Service sign in page. **Click on your mouse and select copy.**

You can paste the password in the password field of the Employee Self Service sign in page. **Next, RIGHT click on your mouse and select "Copy" to copy the new password.**


You will then be directed to create a new password.

Click the OK button to return to the Self Service Center welcome page to sign in. (0,0)

OK Cancel

Click on "OK" to Return to the Sign In page

Now you are back to the log in screen:


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<p>Employee ID: <input type="text" value="K0000202136"/></p> <p>Password: <input type="password"/></p> <p><input type="button" value="Sign In"/></p> <p>Forgot Your Password?</p> <p>Instructions for Forgot Your Password</p>	<p>After signing in you can:</p> <table border="0" style="width: 100%;"><tr><td style="vertical-align: top;"><p>View</p><ul style="list-style-type: none">• Personal Data• Benefits Confirmation Statement• Training Summary• Leave Balances• Paycheck Information• Total Compensation</td><td style="vertical-align: top;"><p>Update</p><ul style="list-style-type: none">• Benefits Open Enrollment (during October)• General Profile Information• W-4 Federal Tax Information<p>Request</p><ul style="list-style-type: none">• W-2 Reissue</td></tr></table>	<p>View</p> <ul style="list-style-type: none">• Personal Data• Benefits Confirmation Statement• Training Summary• Leave Balances• Paycheck Information• Total Compensation	<p>Update</p> <ul style="list-style-type: none">• Benefits Open Enrollment (during October)• General Profile Information• W-4 Federal Tax Information <p>Request</p> <ul style="list-style-type: none">• W-2 Reissue
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For additional assistance with Benefits Enrollment, please look for the Plan Select 2008 image under the Featured Sites section on the State Employee Services page.

Here is the message you will get:

You must assign a new password because of one of the following reasons:

- You have called the Help Desk to create a new temporary password.
- This is the first time you logged into Employee Self-Service.
- Your password is over 30 days old.
- You have used the "Forgot Password" process to create a new temporary password.

Click the link below to go to the general profile page where you can access the change password feature.

[Click here to change your password.](#)

Click here to change your password.

Then you'll be asked to set up a new password:

Change Password

User ID: K0000202136

Description: Sally Tester

'Current Password:

'New Password:

'Confirm Password:

Change Password

Notify

RIGHT click to "paste" your temporary password into the "Current Password" box.

Create a new password. The new password must be between 8 and 12 characters and have at least one letter and one number. It is case sensitive.

Type your new password again in the Confirm Password box

When you are done, click on "Change Password"

The next screen will tell you that your password change has been made.

The screenshot shows the 'SYS9 ORACLE' logo in the top left corner and a 'Sign out' link in the top right. The main heading is 'Password Saved'. Below it, a blue checkmark icon is followed by the text 'Your password has successfully been changed.' A yellow 'OK' button is positioned to the left of a red arrow pointing towards the text 'Click on "OK" to go to the main menu.' In the bottom left corner, there is a yellow 'Notify' button.

Here is the main menu:

The screenshot shows the 'SYS9 ORACLE' logo in the top left corner and 'Home' and 'Sign out' links in the top right. The main heading is 'Main Menu'. Below it, there is a list of menu items, each with a document icon and a brief description:

- Benefits Open Enrollment**: During the month of October, update your benefit coverage.
- Benefit Confirmation Statement**: View your benefit confirmation statement.
- My System Profile**: Set up personal preferences, such as email and language preferences.
- Personal Information Summary**: Review a summary of your personal information.
- Training Summary**: View a summary of your training information.
- View Leave Balances**: View State of Kansas self service leave balances. This information is not available for Regent Employees.
- View Paycheck**: Review current and prior paychecks. This information is not available for Regent Employees.