



Forgot Password

Step	Action
1.	The PeopleSoft Sign In page displays. You realize that you have forgotten your password and will need to reset it. Use the Forgot your password? link.
2.	Click the Forgot your password? link. Forgot your password?
3.	The system opens the Forgotten Password page. You can use this page to begin the process that will allow you to create a new password if you have forgotten yours or if yours has expired.
4.	Enter your User ID in the User ID field. Enter the desired information into the User ID field. Enter a valid value e.g. " 12345 ". User ID <input type="text"/>
5.	Click the Continue button. Continue
6.	The Security Question page displays the question you selected when you set up your forgot password help using My System Profile . Enter the answer you provided on the My System Profile pages.
7.	Enter the desired information into the Response field. Enter a valid value e.g. " MARYVALE ". Response <input type="text"/>
8.	Next, use the Email New Password button to have instructions sent to you for how to create a new password. The system will use your email address. Note: If you have more than one email in the system, the system will display a pop up window that will enable you to select the email to use.
9.	Click the Email New Password button. Email New Password
10.	The Email Confirmation page displays. The system will send an email with instructions for how to reset your password.



Step	Action
11.	End of Procedure.