Resetting a Forgotten or Expired Password

You may follow these directions to reset a forgotten or expired password if you have previously set up "I Forgot My Password" (p.18). If you did not set this up, please contact your district's PeopleSoft Security Administrator and ask them to reset your password. Be sure to enroll in "I Forgot My Password" for future use!

Directions:

1. Go to https://ess.erp.sdcoe.net. This is the URL for PeopleSoft Employee Self-Service (ESS).

2. Click **Forgot My Password**.

3. Enter your six-digit User ID (no hyphen). Click **Continue**.

4. Type the answer to your security question (not case sensitive). Click **Email New Password**.

Please answer the following question below for user validation.

Question: What street did you grow up on?

Response: [   ]

Email New Password

5. The screen will say, "Your password has been emailed." You can now close this window/tab.

Password Emailed

✔ Your password has been emailed.

6. Check your email account associated with your PeopleSoft user. Open the message titled *Temporary PeopleSoft Password*. It will contain a temporary password.

! ☆ 🗋	�}	FROM	SUBJECT
▲ Date: Today		
	SDPP91@Cherryroad.com	Temporary PeopleSoft Password
	Dear PeopleSoft User,	
	Here is your temporary password that you can use to log into PeopleSoft.	

7. Use Ctrl+C to copy the temporary password (like *eBDu]2pW*, for example) found in the email message.

8. Go back to the login page at https://ess.erp.sdcoe.net. Enter your User ID (six-digit employee ID) and temporary password. For ease, use Ctrl+V to paste your temporary password. Click **Sign In**.

PeopleSoft Login

User ID [   ]

Password [••••••••••]

Sign In

Having an issue logging in?

Forgot My Password

Still can't log in? Please contact your district's PeopleSoft System Administrator.

9. You will see a message that says, "Your password has expired. Click here to change your password."
Click the link.

Your password has expired.

Click here to change your password.
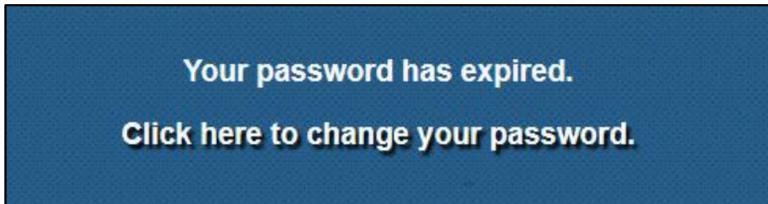
10. Enter your current password (paste in the temporary password). Create a new password that matches the password requirements and enter it twice. Click **Change Password**.

*Current Password: Paste the temporary password here.

*New Password:

*Confirm Password:

Change Password