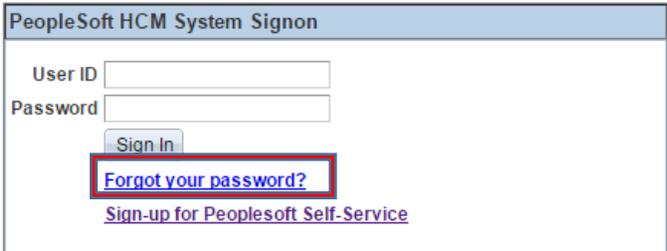
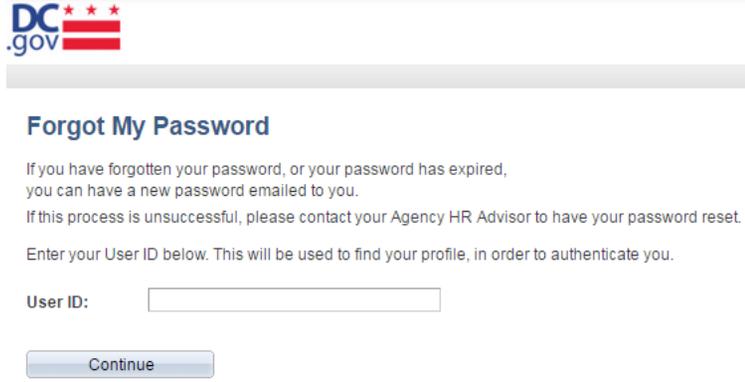


How To: Reset Your PeopleSoft Password

This job aid provides an overview of the steps required to reset your PeopleSoft Password.

<p>Step 1:</p> <p>Visit the PeopleSoft website. If at home, use https://ess.dc.gov. If you are at work, use https://pshcm.dc.gov.</p>	
<p>Step 2:</p> <p>On the PeopleSoft homepage, select “Forgot Your Password?”, which appears underneath the “Sign In” button.</p>	
<p>Step 3:</p> <p>After you select “Forgot your Password?” a new, smaller pop-up screen will appear. In the new screen, you will be prompted to provide your user ID (typically firstname.lastname).</p> <p>Select “Continue” at the bottom of the page once you have entered your username.</p> <p>Note: PeopleSoft usernames are case-sensitive.</p>	

How To: Reset Your PeopleSoft Password

Step 4:

Once you have entered your username and selected the “Continue” button, you will be asked for the last 4 digits of your social security number.

Enter this information in the response area and select “Email New Password.”

PeopleSoft will then share that an email has been sent to your dc.gov account with a temporary, one-time use password.

Note: Temporary passwords can only be sent to a dc.gov email account, not a personal account. If you are also unable to access your dc.gov email account, you will need to call OCTO at (202) 442-5715 to have this reset.



Forgot My Password

User ID:

Email ID:

Please answer the following question below for user validation.

Question: What are the last four digits of your SSN

Response:

Step 5:

Check your dc.gov email account for the email sent by the PeopleSoft system.

Either copy (Ctrl+ C) or write down this temporary password. The password is case-sensitive, so be mindful of this if you choose to write the password down to enter later.

****Please do NOT reply by email to this message****

Dear user,

Here is your temporary password. Please change it after logging in.

Password: **mxktjbnpC6**

The password is case sensitive, so please make sure you enter it exactly as it appears.

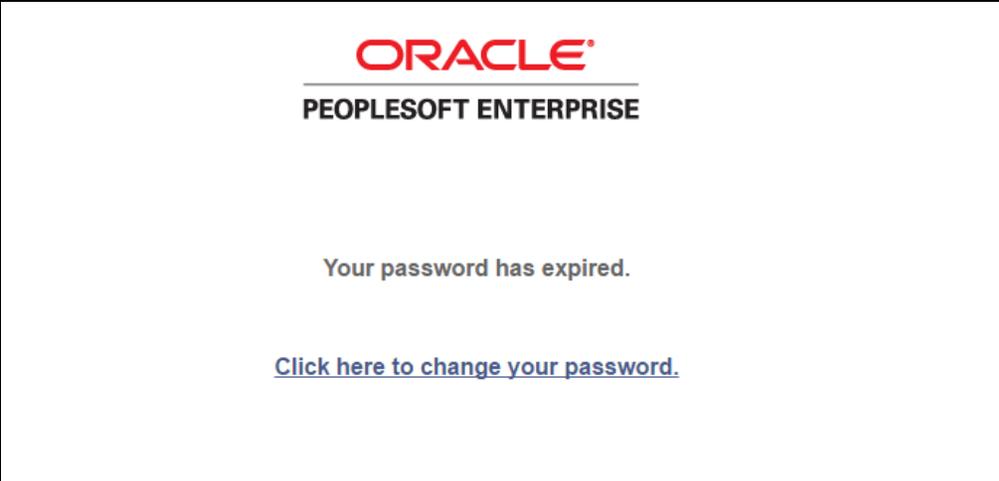
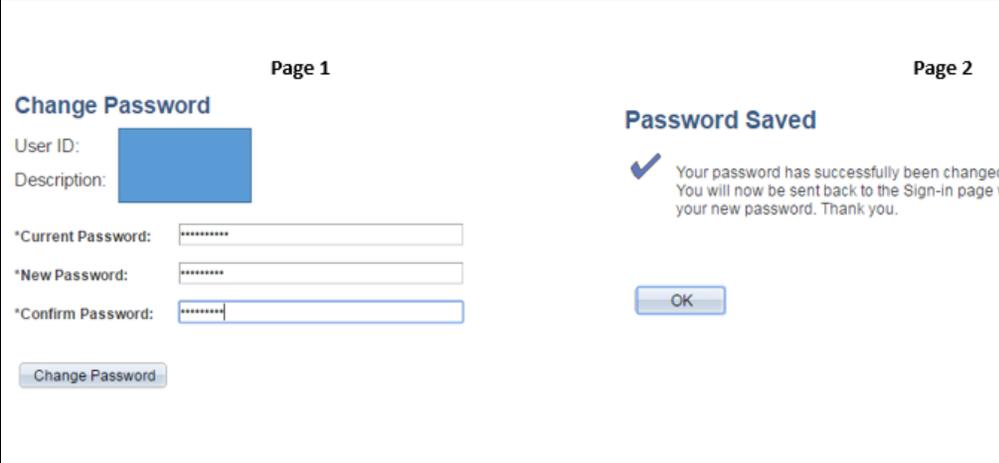
If you have trouble, please visit <http://peoplesoft.dc.gov> for on-line help in how to complete all

PeopleSoft Security Administrator.

IMPORTANT: If you are still unable to log in using the temporary password shown above, please contact the PeopleSoft number of unsuccessful “log on” attempts.

****Please do NOT reply by email to this message**.**

How To: Reset Your PeopleSoft Password

<p>Step 6:</p> <p>Return to the PeopleSoft homepage. Type in your username into the User ID field, and the temporary password that was just sent to you in the Password field.</p> <p>Select the “Sign In” button.</p> <p>Once you have selected the “Sign In” button, the PeopleSoft screen will indicate that your password has expired (as the temporary password is for one-time use only) and that you need to reset your password.</p> <p>Select the “Click here to change your password” text on this screen.</p>	 <p style="text-align: center;">ORACLE PEOPLESOFT ENTERPRISE</p> <p style="text-align: center;">Your password has expired.</p> <p style="text-align: center;">Click here to change your password.</p>
<p>Step 7:</p> <p>Type in the temporary password emailed to you in the “Current Password” field. Type in a new password of your choosing in both the “New Password” and “Confirm Password” fields</p> <p>Once you have selected the “Change Password” icon on this screen, PeopleSoft will then prompt you to log in with your new password.</p> <p>Your password has been reset!</p> <p>Note: PeopleSoft passwords must be at least 7 characters long, and include 1 number OR 1 symbol (ie !,@,#,\$,%,&,*,(,)).</p>	 <p style="text-align: center;">Page 1 Page 2</p> <p>Change Password</p> <p>User ID: <input type="text"/></p> <p>Description: <input type="text"/></p> <p>*Current Password: <input type="password"/></p> <p>*New Password: <input type="password"/></p> <p>*Confirm Password: <input type="password"/></p> <p><input type="button" value="Change Password"/></p> <p>Password Saved</p> <p>✓ Your password has successfully been changed. You will now be sent back to the Sign-in page with your new password. Thank you.</p> <p><input type="button" value="OK"/></p>

Questions regarding the PeopleSoft password reset can be directed to the PeopleSoft Help Desk at 202-727-8700.