ESS or ETIME PASSWORD RESET INSTRUCTIONS
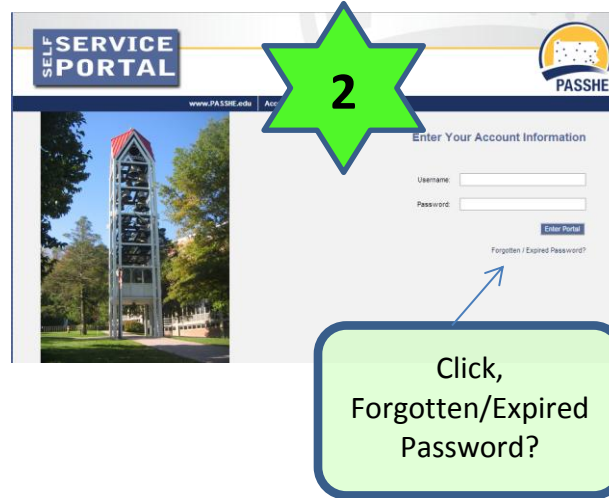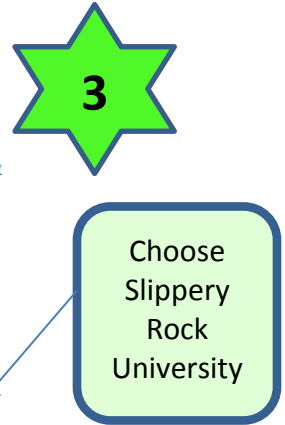
www.sru.edu/payroll
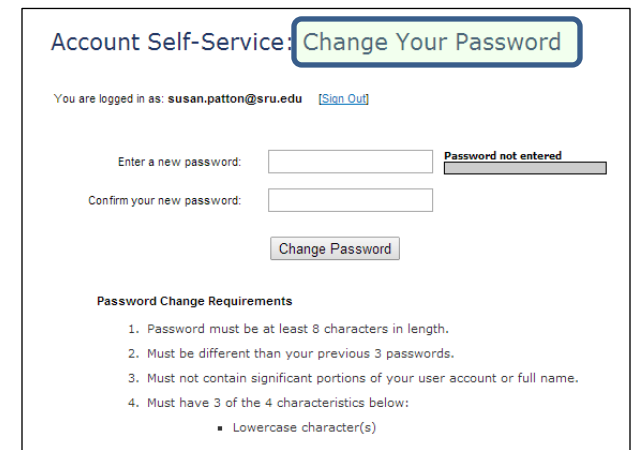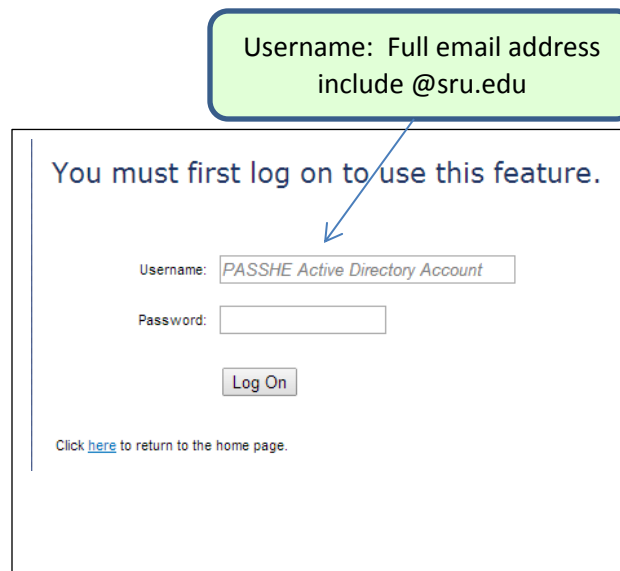
1
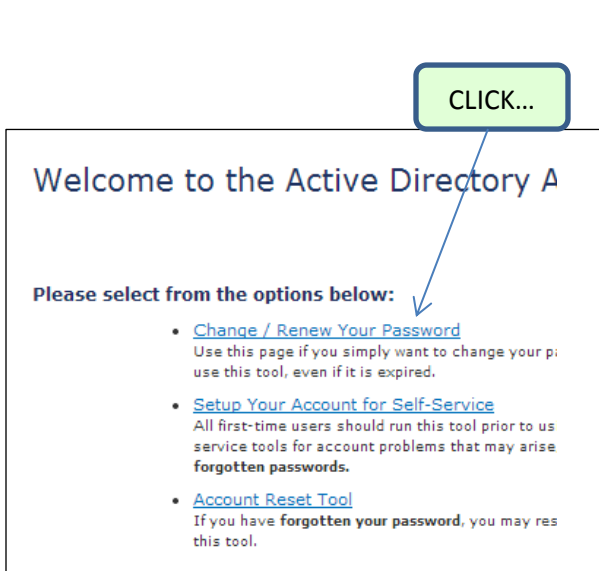
SPOTLIGHT
ESS PORTAL ePay

2

SELF SERVICE PORTAL
www.PASSHE.edu   PASSHE

Enter Your Account Information

Username:
Password:

Enter Portal

Forgotten / Expired Password?

Click, Forgotten/Expired Password?

3

Please select your university affliation.

- Bloomsburg University
- California University
- Cheyney University
- Clarion University
- East Stroudsburg University
- Edinboro University
- Indiana University
- Kutztown University
- Lock Haven University
- Mansfield University
- Millersville University
- Shippensburg University
- Slippery Rock University
- West Chester University
- Office of the Chancellor / Dixon University Center
- PASSHE University Trustees

Choose Slippery Rock University

PASSWORD EXPIRED – Still remember old password:

CLICK…

Welcome to the Active Directory A

Please select from the options below:

- **Change / Renew Your Password**
  Use this page if you simply want to change your p:
  use this tool, even if it is expired.
- **Setup Your Account for Self-Service**
  All first-time users should run this tool prior to us
  service tools for account problems that may arise
  forgotten passwords.
- **Account Reset Tool**
  If you have **forgotten your password**, you may res
  this tool.

Username: Full email address include @sru.edu

You must first log on to use this feature.

Username: PASSHE Active Directory Account

Password:

Log On

Click here to return to the home page.

Account Self-Service: Change Your Password

You are logged in as: susan.patton@sru.edu   [Sign Out]

Enter a new password: Password not entered
Confirm your new password:

Change Password

Password Change Requirements

1. Password must be at least 8 characters in length.
2. Must be different than your previous 3 passwords.
3. Must not contain significant portions of your user account or full name.
4. Must have 3 of the 4 characteristics below:
   - Lowercase character(s)

Forgot your password? See page 2…..

FORGOTTEN PASSWORD:

Username: Complete email address include @sru.edu

PIN: a four digit code you created when you first set this up

Answer Challenge questions

Welcome to the Active Directory A

Please select from the options below:

- Change / Renew Your Password
  Use this page if you simply want to change your p: use this tool, even if it is expired.

- Setup Your Account for Self-Service
  All first-time users should run this tool prior to us service tools for account problems that may arise forgotten passwords.

- Account Reset Tool
  If you have forgotten your password, you may res this tool.

Account Self-Service: Reset Your Account

Using this system, you may perform the following tasks:

- If you have forgotten your password, you can have it reset.
- If your account is currently locked out, you may unlock it.

To get started with the service, answer the following questions:

What is your username?

What is your PIN?

Submit

Account Self-Service: Reset Your Account

Welcome to the Account Reset Tool susan.patton@sru.edu . [Sign Out]

What action would you like performed on your account?

- ( ) Reset my password
- ( ) Do not reset my password -- only remove the account lockout condition

Please provide answers to the following questions:

What was the first state you lived in?

What is the name of the very first pet of my own?

Clear Form   Submit

Account Self-Service: Change Your Password

You are logged in as: susan.patton@sru.edu   [Sign Out]

Enter a new password: Password not entered

Confirm your new password:

Change Password

Password Change Requirements

1. Password must be at least 8 characters in length.
2. Must be different than your previous 3 passwords.
3. Must not contain significant portions of your user account or full name.
4. Must have 3 of the 4 characteristics below:
   - Lowercase character(s)
   - Uppercase character(s)
   - Numeric character(s)
   - Special character(s), such as ! @ # $ % ^ & *

Please call the help desk to reset your password if you can't remember the information from the reset tool:

724-738-4357

To reset or change your PIN and challenge questions, use your working password to reset the Setup Tool.

Welcome to the Active Directory A

Please select from the options below:

- Change / Renew Your Password
  Use this page if you simply want to change your p: use this tool, even if it is expired.

- Setup Your Account for Self-Service
  All first-time users should run this tool prior to us service tools for account problems that may arise forgotten passwords.

- Account Reset Tool
  If you have forgotten your password, you may res this tool.