ESS or ETIME PASSWORD RESET INSTRUCTIONS

www.sru.edu/payroll

Password Expired – Still remember old password:

Username: Full email address include @sru.edu

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

Account Self-Service: Reset Your Account

Welcome to the Account Self-Service tool.

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?

Answer Challenge questions

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.