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
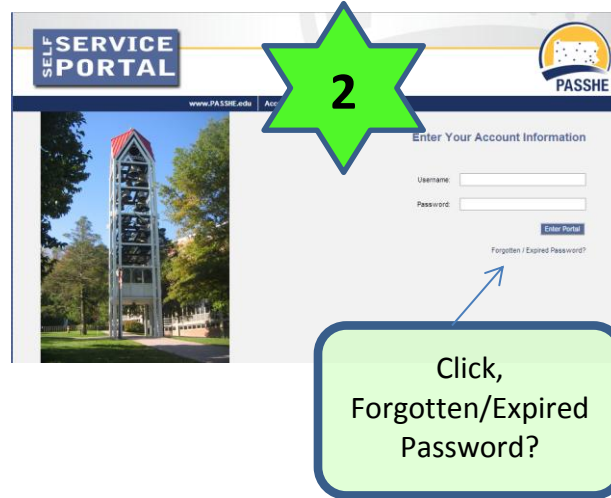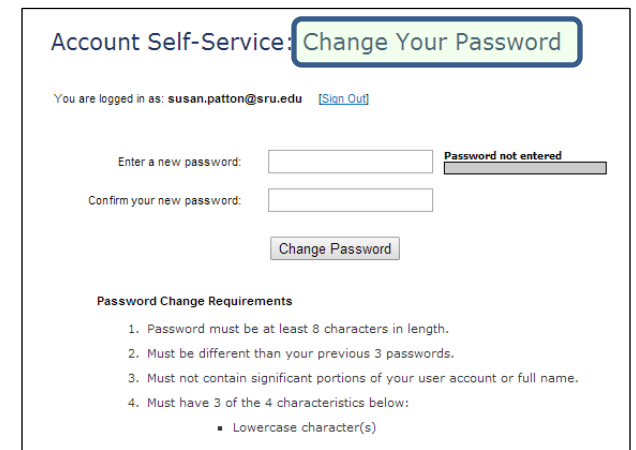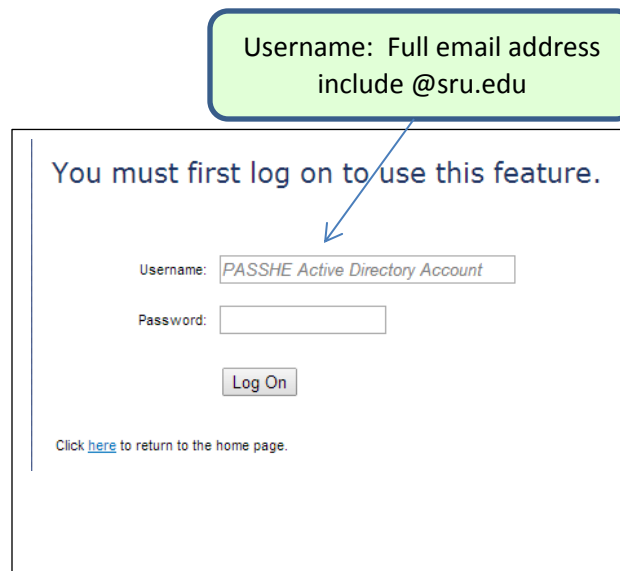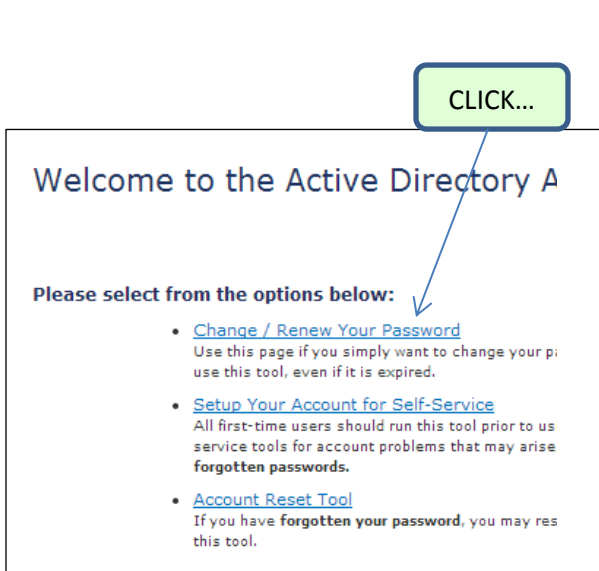
Please select your university affliation.

- 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
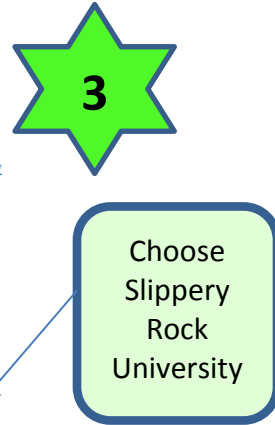
PASSWORD EXPIRED – Still remember old password:

> 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:

CLICK...

Answer Challenge questions

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  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

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