

## Weekly Update

Week of June 26, 2017

**Subject:** New SCEIS Password Management Tool  
**Audience:** SCEIS Users

Beginning Tuesday, June 27, SCEIS users will manage their SCEIS passwords with a new tool that offers an improved user experience and enhanced security. *All Users are advised to wait to begin using the new tool until they receive notification that their current password is expiring.*

As with the previous tool, users can access the new tool by navigating to the Log On page of MySCEmployee and selecting “Sign up for self-service password reset.” Instructions for the tool are available [here](#).

Please share this message with SCEIS users in your department or cooperate with the appropriate office in your agency to ensure that this information is distributed.\*\*

If you have questions about this information, please contact the SCEIS Service Desk at (803) 896-0001 (select option 1 for SCEIS help) or use the email form available at the following link: <http://www.sceis.sc.gov/requests/>.

*\*\*Please remember that users are advised against using the new tool until their current password is expiring.*