# Changing Your SCEIS or MySCEmployee Password

QUICK REFERENCE GUIDE

MySCEmployee
powered by SCEIS

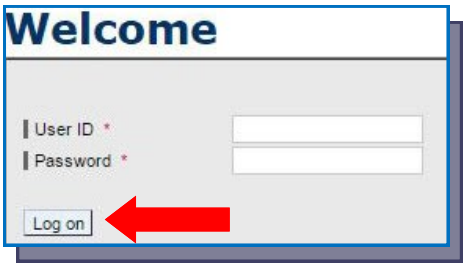
**Your password MUST be at least 8 characters in length and include: 1 uppercase letter, 1 lowercase letter and 1 number.**

Go to https://myscemployee.sc.gov

Click on "Change Password."

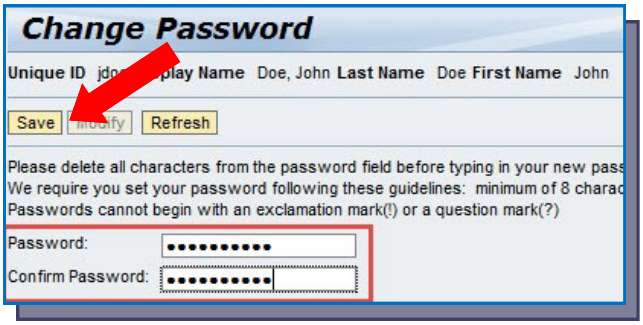
2. Enter your USER ID and current password in the boxes.

   Now, click on the "Log on" button.

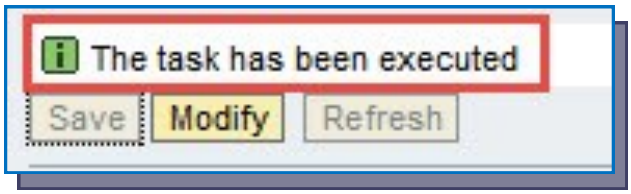



3. Delete all characters in the boxes. Enter a NEW password and then type it again in the Confirm Password box.

   Click on the "Save" button to complete.




4. This message will appear on the screen noting that the task has been completed.




To exit this process, close the window by clicking on the X in the top right corner.

**Now you can use your new password to login to the system.**