SCEIS

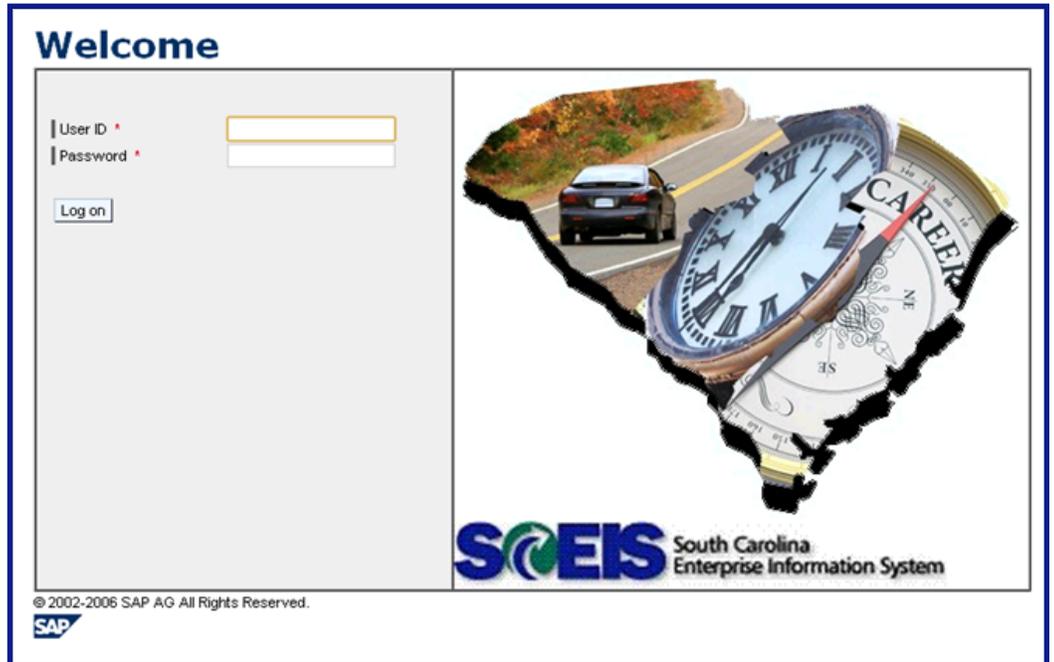## Changing Your SCEIS Password with Identity Management (IdM)

With IdM, you can change your password anytime you need or want to do so.

1. Note: You must register for IdM access before you can use IdM to reset your password. For instructions on registering for IdM, go to http://sceis.sc.gov/page.aspx?id=228, and select the IdM QRC: Setting Up Your IdM Password Management Access.

   Exit completely from any SCEIS applications you have open, then go to http://sceis.sc.gov/page.aspx?id=228, and select the Link to IdM Functions that reads "Change your password with IdM." Enter your SCEIS User ID and your current password, then click the Log on button.

   Welcome

   | User ID * |
   | Password * |

   Log on

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   SCEIS South Carolina Enterprise Information System

2. You will see the screen shown at right, with secure text fields where you can enter and confirm a new password that consists of at least eight characters, including at least one number and one capital letter.

   Change Password

   Unique ID mapollicove Display Name Matt Pollicove Last Name POLLICOVE First Name MATT Personnel Area F030

   Save | Modify | Refresh

   Please delete all characters from the password field before typing in your new password.

   Password: ••••••••
   Confirm Password: ••••••••

3. Once you have entered and confirmed your new password, click the Save button. A message will appear indicating that "This task has been executed," as shown below, to the right of the green exclamation point. When you have completed your password change, click the red X in the upper right-hand corner to exit the password change site. **Wait at least one minute before logging into any SCEIS applications using your new password.**

   Change Password   Help

   Unique ID mapollicove Display Name Matt Pollicove Last Name POLLICOVE First Name MATT Personnel Area F030

   ℹ The task has been executed

   Save | Modify | Refresh

   Please delete all characters from the password field before typing in your new password.

   Password: ••••••••
   Confirm Password: ••••••••