

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.**

1. Go to <https://myscemployee.sc.gov>
Click on "Change Password."

User ID *
Password *
Sign up for self-service password reset
Locked or forgotten password? Click here
Change Password
Self Service Password Reset FAQ
Log on

2. Enter your USER ID and current password in the boxes.
Now, click on the "Log on" button.

Welcome

User ID *
Password *
Log on

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.

Change Password

Unique ID jdoe Display Name Doe, John Last Name Doe First Name John

Save Modify Refresh

Please delete all characters from the password field before typing in your new password. We require you set your password following these guidelines: minimum of 8 characters. Passwords cannot begin with an exclamation mark(!) or a question mark(?)

Password:

Confirm Password:

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

The task has been executed

Save Modify Refresh

5. 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.