

Managing Your SCEIS Passwords Using Identity Management (IdM)

Setting Up Your Password Management Access

Allows you to select security questions, and enter your answers, so that you may reset your password anytime

1. 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 “Set up your IdM password management access.” Enter your SCEIS User ID and your current password, then click the Log on button.
2. You will then see a screen showing your name and SCEIS User ID on the left, along with text boxes where you can update your work email address and phone number, and add an additional email address. On the right-hand side of the page you will see five security question prompts with text boxes to enter your answers. Fill in answers to these five questions very carefully--you will have to answer two of them exactly as you do during this registration process every time you use IdM to reset your password.
3. Once you have completed all of the security questions, click the Finished button. Once you've clicked finish, click the red X in the upper right-hand corner to exit the registration site.

Resetting Your Password

Allows you to create a new password when you have forgotten your current password, or had that password locked by the system

1. 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 “Reset your password with IdM.” Enter your SCEIS User ID in the Unique ID field, then click the Next button near the top of the screen.
2. You will then see a screen displaying two of the security questions you answered when you set up your password management access with IdM. Enter the exact answers you entered when you registered for IdM, and click the Next button. If one or both of your answers was incorrect, you will see two more security questions you will need to answer carefully as you did during your first try, and click Next again. You will have six chances to answer security questions correctly.
3. Once you have successfully answered two security questions, you will see a screen 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.
4. Once you have entered and confirmed your new password, click the Finish button to complete the process, then click the red X in the upper right-hand corner to exit the password reset screen. **Wait at least one minute before logging into any SCEIS applications using your new password.**

Changing Your Password

Allows you to change your password anytime you need or want to do so

1. 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.
2. You will see a screen 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.
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.” 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.**