

# MANAGING LOCKED OR FORGOTTEN 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 "Locked or forgotten password?"

2. Enter your USER ID in the Unique ID box.

Now click on the "Next" button.

3. Answer the 2 questions displayed.  
(You have several attempts to answer the questions successfully.)

Click on the "Next" button.

4. Enter your NEW password and then type it again in the Confirm Password box.

Click on the "Finish" button.

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



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