

REGISTRATION FOR SELF-SERVICE PASSWORD RESET

QUICK REFERENCE GUIDE



1. Go to <https://myscemployee.sc.gov>.

Click "Sign-up for self-service password reset."

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 Password.

Now click "Log on."

Welcome
User ID * JDOE
Password *
Log on

3. Verify and update your information to the left. Correct email addresses are essential.

Answer all 5 questions to your right.

- * Answers do not need to be capitalized but spaces count.
- * If you can not answer a question, simply insert "None."

SCEIS Authentication Questions
Unique ID jdoe Display Name Doe, John Last Name Doe First Name John
Finished Modify Refresh
Please answer the 5 authentication questions that appear below. When you need to reset your password, you will need to answer two of these questions which will be asked randomly by MySCDM.
When you are done, please click the "finished" button to complete the process. After you have clicked on the "finished" button, you will need to manually close this page. Thank you.
Display Name: * Doe, John
Unique ID: * jdoe
Please take a moment to update this information:
Work Email: john.doe@sceis.sc.gov
Work Phone: 803-123-4567
Additional Email address: jdoe.sceis@gmail.com
What is your favorite pet's name?: *
What is your mother's maiden name?: *
What is your father's middle name?: *
What city were you born in?: *
What is your favorite vacation spot?: *

4. Click the yellow "Finished" button in the top left corner of the page.

Finished Modify Refresh

A message should appear to inform you that the task has been completed.

The task has been executed
Finished Modify Refresh

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



Now if you need to reset your password, you can use the self-service password reset.