SCEIS

Resetting Your SCEIS Password with Identity Management (IdM)

With IdM, you can create a new password by answering security questions you have set up when you have forgotten your current password, or had that password locked by the system.

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 download the IdM QRC: Setting Up Your IdM Password Management Access.

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   1 Identify — 2 Verify Identity — 3 Set Password

   Enter User Identification
   Unique ID: [   ]

   Exit completely from any SCEIS applications you have open, then go to http://sceis.sc.gov/page.aspx?id=228, then 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 the screen shown at right, 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 (spaces count, but security answers are not case sensitive), and click the Next button.

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   1 Identify — 2 Verify Identity — 3 Set Password

   Answer the Following Question(s)
   What is your favorite vacation spot?: [   ]
   What is your mother's maiden name?: [   ]

   If one or both of your answers was incorrect, you will see two more security questions you will need to answer as 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 and clicked the Next button, you will see the screen shown below, with secure text fields where you can enter and confirm a new password. Remember: Passwords must consist 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 using logging into any SCEIS applications using your new password.**

   Favorites | MySCPassword Reset

   MySCPassword Reset

   ℹ️ Password Set
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   1 Identify — 2 Verify Identity — 3 Set Password

   Choose 'Finish' to set the password
   Password: * [••••••••]
   Confirm Password: * [••••••••]