Setting up your IdM password managment access allows you to select security questions, and enter your answers, so that you may reset your password anytime.

Setting Up Your Identity Management (IdM) Password Management Access

- Exit completely from any SCEIS applications you have open, then go to <u>http://sceis.sc.gov/</u> <u>page.aspx?id=228</u>, 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 be taken to the screen shown in the image below.

On the left-hand side of the page, you will see your name and SCEIS User ID, along with

Welcome	
User ID *	
Password *	
Log on	
	SAP NetWeaver [®]

text boxes where you should update your work email address and phone number (and an additional address if you would like to enter one). It is important to ensure this information is complete and correct because these are the contacts through which you will receive communications about IdM actions, such as password resets and changes.

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.

Notes about answers to security questions:

- **Spaces count:** If you answered "Myrtle Beach" as your favorite vacation spot when you registered for IdM, but enter "MyrtleBeach" as the answer when prompted during a password reset, the system will count that as an incorrect answer.
- **Case sensitivity:** Answers are not case sensitive, so if you capitalize an answer when registering, but forget to capitalize that answer when resetting a password later, the system will count it as a correct answer.

SCEIS AUT	ientication Quest	tions		
Finished Modify Re	fresh			
Please answer the 5 auth will need to answer two o	entication questions that appear below of these questions which will be asked	v. When you need to reset your I randomly by MySCIDM.	password, you	
When you are done, pleas	se click the "finished" button to complet	te the process.	ak you	
	ine misried ballon, you minneed to		nik you.	
Display Name: *	Matt Pollicove	Wha	at is your favorite pet's name?:	•••••
Jnique ID: *	MAT00000	Wha	at is your mother's maiden name?:	•••••
Please take a moment to update this information:		Wha	at is your father's middle name?:	
Vork Email:	jdoe@idm.sc.gov	Wha	at city were you born in?:	
Vork Phone:	555-734-0000	Wha	at is your favorite vacation spot?:	
Additional Email address:	idoe@omail.com			baar and a state of the

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.