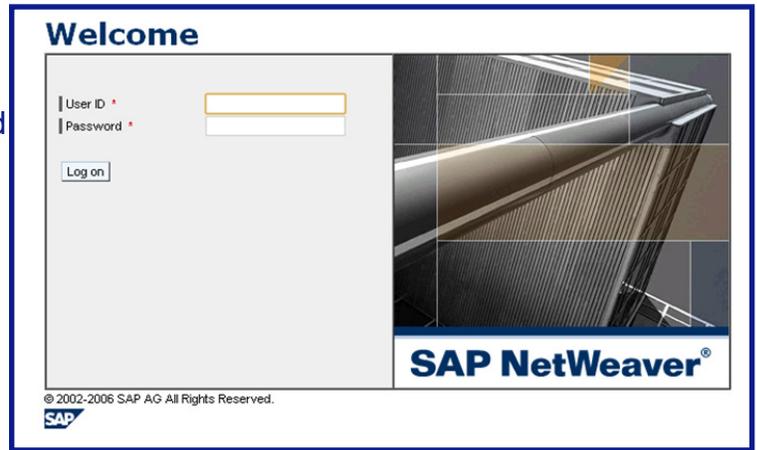


Setting up your IdM password management access allows you to select security questions, and enter your answers, so that you may reset your password anytime.

- 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.
- You will then be taken to the screen shown in the image below.

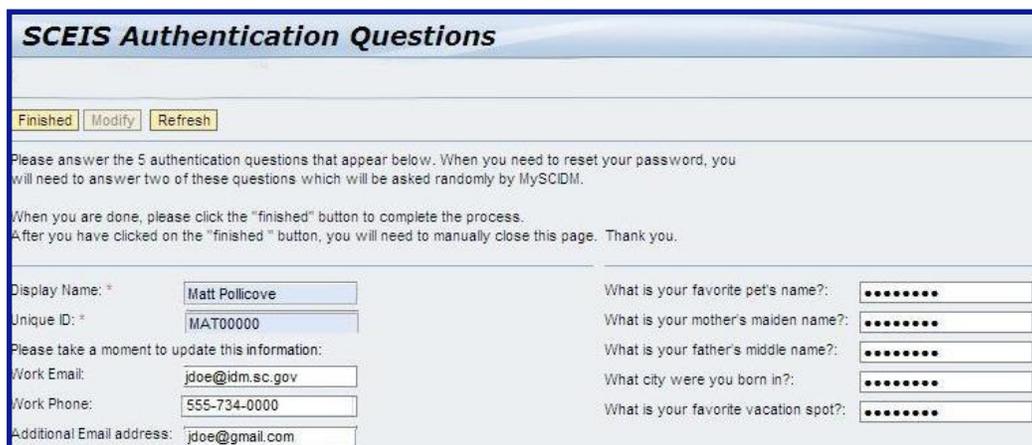


On the left-hand side of the page, you will see your name and SCEIS User ID, along with text boxes where you should update your work email address and phone number (and an additional address if you would like to enter one). It is important to ensure this information is complete and correct because these 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.



- 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.