

# How to Manage Password in ESS 3.11

Creation Date: 04/23/2018  
Revision Date: 03/01/2019

# Goal & Objectives

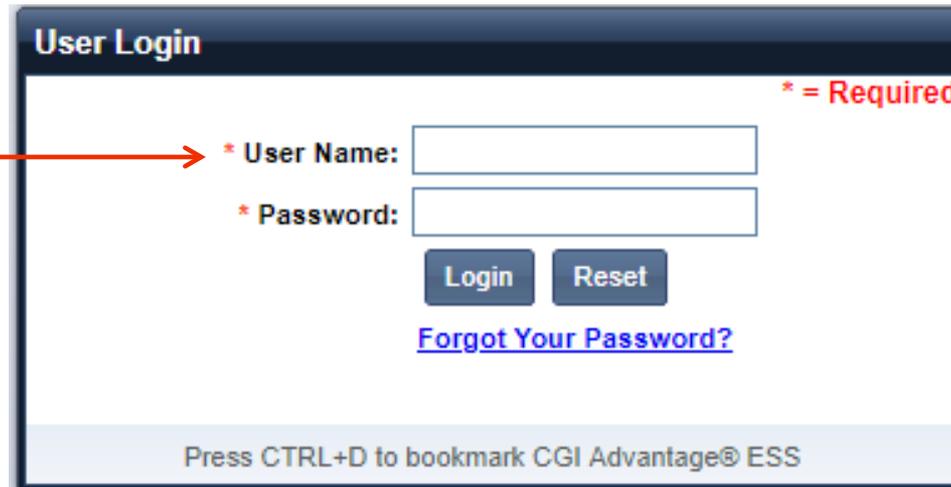
**Goal:** After this class, staff will know how to setup password on first time access, reset their password and unlock account for ESS.

**Objectives:**

- Show staff first time login
- Show staff how to set password hints
- Show staff how to reset password
- Show staff how to unlock ESS account

## How to log into Advantage ESS

Enter your 6-digit **User Name** and **Password** and select Login



**User Login** \* = Required

\* User Name:

\* Password:

Login Reset

[Forgot Your Password?](#)

Press CTRL+D to bookmark CGI Advantage® ESS

**Note:** **First time users only**, password format is XxMMDDSSSS. Xx is the first two letters of your last name with the first letter in uppercase. MM is the month your were born. DD is the day you were born. SSSS is last 4-digits for your social security number.

**Example First time access password:** Jane Doe, 02/15/1977, 666-88-9999 Password: Do02159999  
**User Name:** 6-digit employee number. Add leading 0 on all 5-digit numbers.

**Reminder:** ESS, FIN and HRM user ID and passwords are linked. Credentials are same for all.

# How to log into Advantage ESS

The first time you log into ESS, you will be required to change your password.

## Password Requirements:

1. Minimum of 8 characters
2. One character must be uppercase
3. One character must be lowercase
4. At least one character must be a number.
5. Passwords can be a maximum of 16 characters. Special characters are allowed.



**User Login**

User Name:

Old Password:

New Password:

Confirm Password:

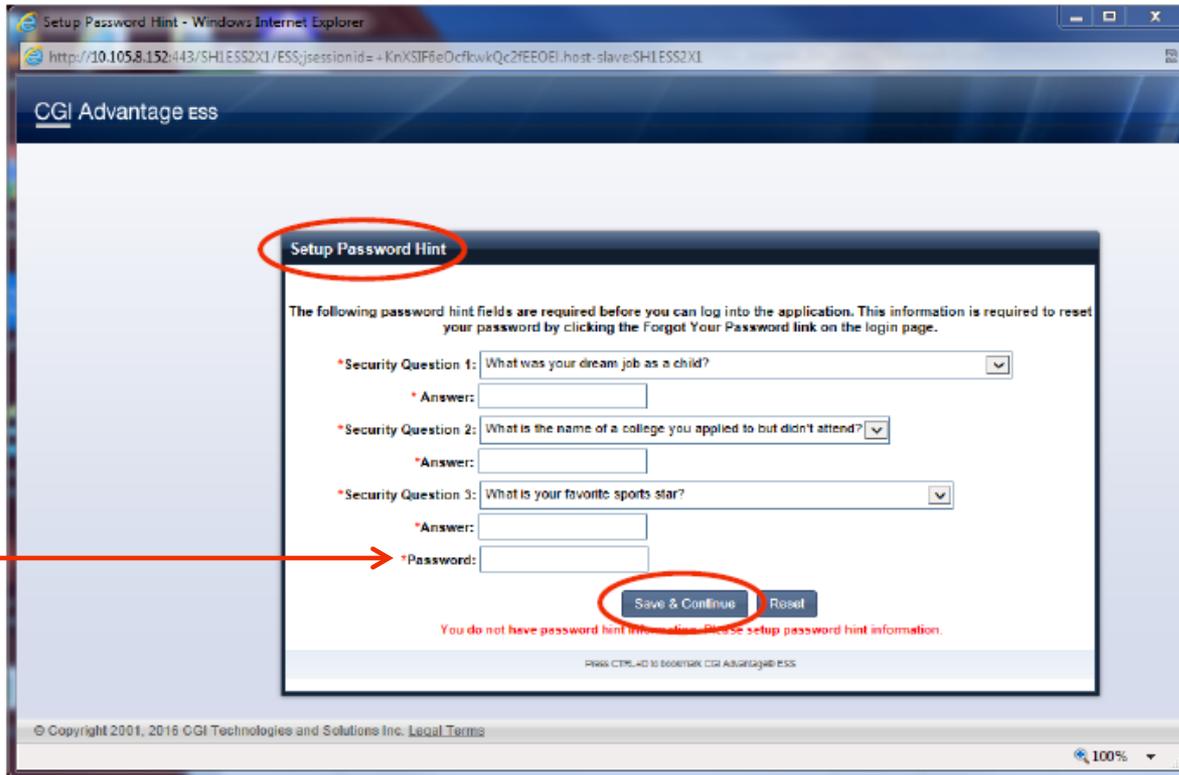
Your password has expired.

Press CTRL+D to bookmark AMS ADVANTAGE ESS

**Note:** Old Password is the temporary password used to login. For first time users, this will be your XxMMDDSSS password.

# How to log into Advantage ESS

The first time you log into ESS, you will be required to setup your **Password Hint**. After answering the security questions, select **Save & Continue**.



Setup Password Hint - Windows Internet Explorer

http://10.105.8.152:443/SH1.ESS2X1/ESS?sessionId=+KnXSIF8eOcfkwkQc2FEEOEi.host-slave:SH1.ESS2X1

CGI Advantage ess

**Setup Password Hint**

The following password hint fields are required before you can log into the application. This information is required to reset your password by clicking the **Forgot Your Password** link on the login page.

\*Security Question 1: What was your dream job as a child?

\*Answer:

\*Security Question 2: What is the name of a college you applied to but didn't attend?

\*Answer:

\*Security Question 3: What is your favorite sports star?

\*Answer:

\*Password:

You do not have password hint information. Please setup password hint information.

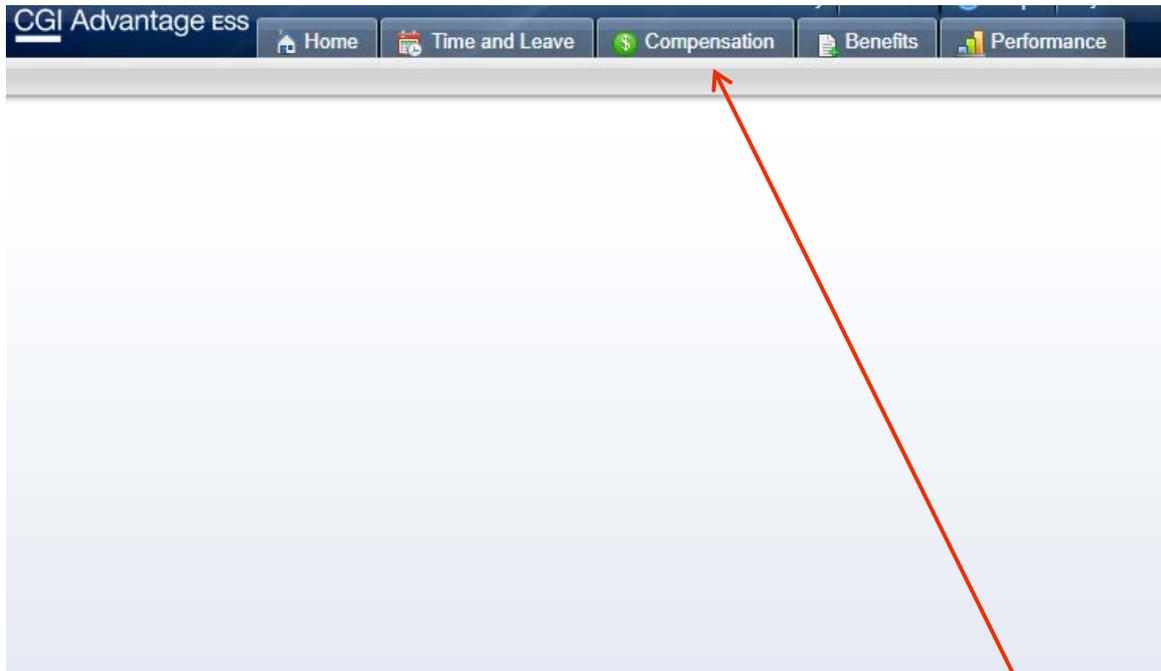
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100%

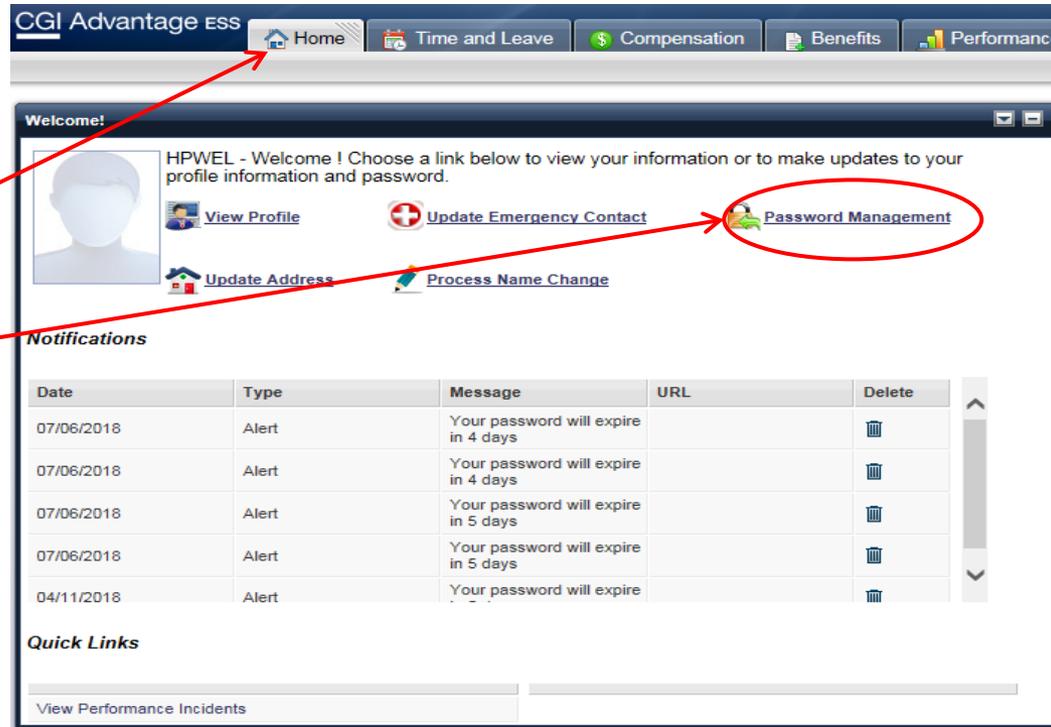
This is the new  
password you  
created

## How to log into Advantage ESS



Select desired tab

# How to Manage Password in Advantage ESS



CGI Advantage ESS

Home Time and Leave Compensation Benefits Performance

Welcome!

HPWEL - Welcome ! Choose a link below to view your information or to make updates to your profile information and password.

[View Profile](#) [Update Emergency Contact](#) [Password Management](#)

[Update Address](#) [Process Name Change](#)

Notifications

Date	Type	Message	URL	Delete
07/06/2018	Alert	Your password will expire in 4 days		
07/06/2018	Alert	Your password will expire in 4 days		
07/06/2018	Alert	Your password will expire in 5 days		
07/06/2018	Alert	Your password will expire in 5 days		
04/11/2018	Alert	Your password will expire		

Quick Links

[View Performance Incidents](#)

Select the **Home** tab and click on **Password Management**

## Reset Password/Set Password Hints

The Reset Password pop up allows you to reset your ESS password and to fill out password reset questions that will allow you to reset your password from the ESS login page.

### Reset Password

To reset your password, you will need to enter the old (current) password, the new password and then re-enter the new password for verification. Select the Change Password button to submit your changes. If the password is successfully changed, you will receive a confirmation message to let the user know that the password has been reset; otherwise errors will be issued.



**Reset Password** ? X

On this screen, you can reset your ESS password or set up your ESS password hint security questions.

**Reset Password** Set Password Hint

\*Old Password:

\*New Password:

\*Verify New Password:

Change Password

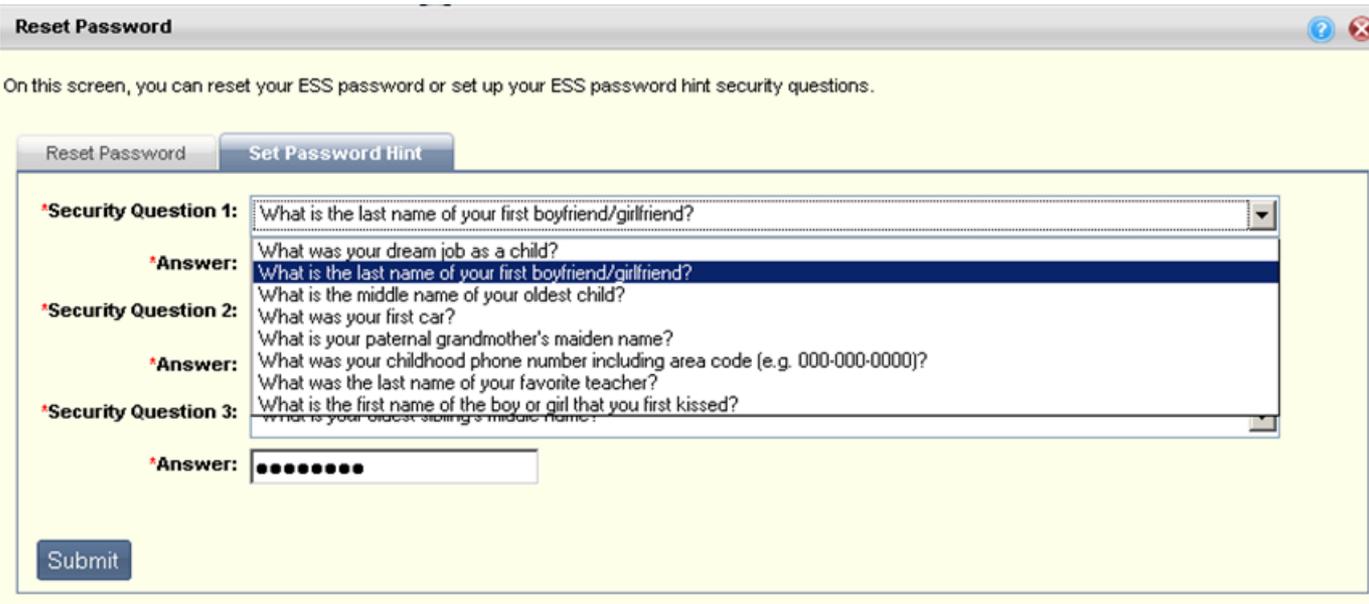
## Set Password Hint

You will need to setup three different security questions/answers in order to be able to reset your password on the ESS login screen. Once these questions/answers are setup, you will be able to use the **Forgot Password** link on the ESS login screen. You can change your security questions at any time once you have successfully logged in.

To provide additional security after initial entry, answers to security questions will be displayed as asterisks. You will only be able to see the answers when you are typing them in for the first time.

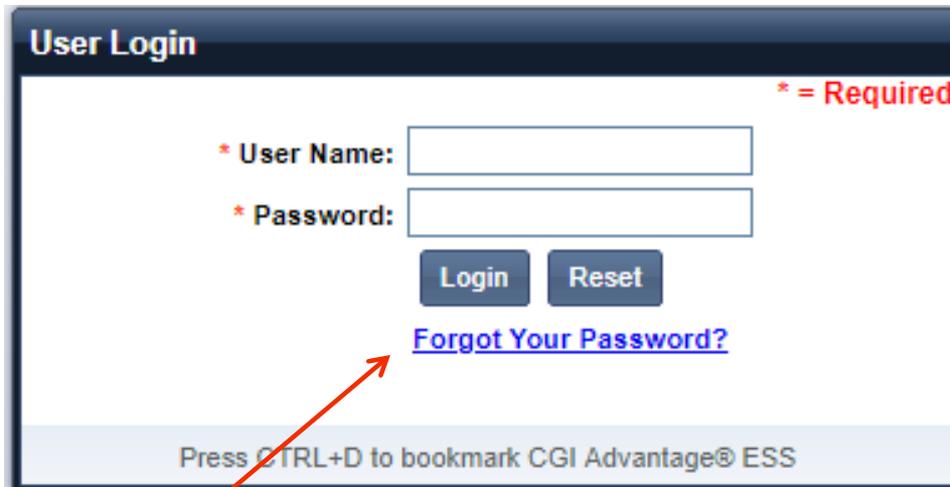
### Answer Requirements:

1. Answers must be made up of letters and/or numbers only
2. No punctuation or special characters
3. Answers must be between 3 -20 characters long with no spaces.



The screenshot shows a web browser window titled "Reset Password". Below the title bar, there is a navigation bar with two tabs: "Reset Password" and "Set Password Hint", with the latter being the active tab. The main content area contains three security question entries, each with a question dropdown and an answer input field. The first question is "What is the last name of your first boyfriend/girlfriend?". The answer field for the first question is open, showing a list of options: "What was your dream job as a child?", "What is the last name of your first boyfriend/girlfriend?" (highlighted), "What is the middle name of your oldest child?", and "What was your first car?". The second question is "What is your paternal grandmother's maiden name?". The answer field for the second question is open, showing a list of options: "What was your childhood phone number including area code (e.g. 000-000-0000)?", "What was the last name of your favorite teacher?", and "What is the first name of the boy or girl that you first kissed?". The third question is "What is your oldest sibling's middle name?". The answer field for the third question is open, showing a list of options: "What is your oldest sibling's middle name?". At the bottom left of the form, there is a "Submit" button.

# How to Change Forgotten Password in Advantage ESS



User Login

\* = Required

\* User Name:

\* Password:

Login Reset

[Forgot Your Password?](#)

Press CTRL+D to bookmark CGI Advantage® ESS

At the User Login prompt, **Select Forgotten Your Password?**

# How to Change Forgotten Password in Advantage ESS

## Forgotten Password – Login Screen

If you have forgotten your password and cannot log into the ESS application, you can select the Forgot your password Link on the ESS log in screen. The first thing you will need to do is verify your User ID.



**Reset Password**

 **Reset Password**

Please verify your user id, by entering it in the box below.

**Verify User Name:**

**Submit**

# How to Change Forgotten Password in Advantage ESS

You will then be prompted to answer one of your security questions.



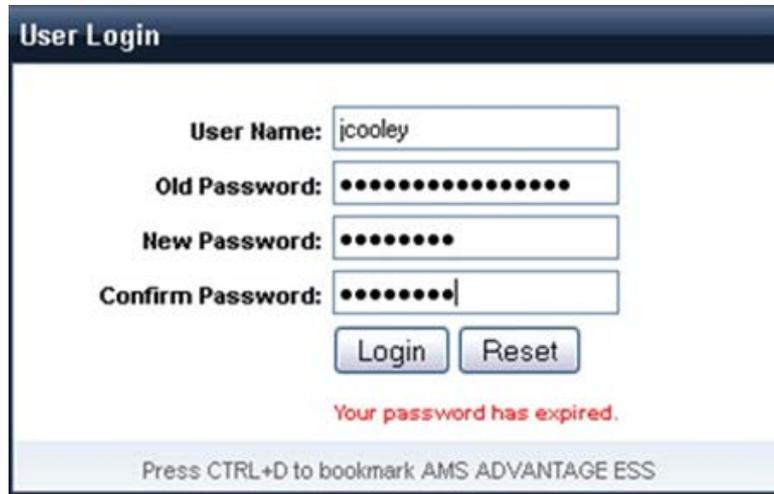
**Note:**

After clicking **Submit**, your confirmation message will popup here notifying you that your new password has been emailed.

If you answer your security question incorrectly, the next question will be chosen randomly and you will again be prompted for an answer. Should you fail to answer all three security questions, your account will be locked. You will need to refer to “**How to unlock Advantage accounts**” at [www.tucsonaz.gov/erp/resources](http://www.tucsonaz.gov/erp/resources).

# How to Change Forgotten Password in Advantage ESS

If the question is answered correctly, you will be emailed a temporary password. The email will be sent to the address that was specified on the Update Address window. Once you receive the email, use the temporary password to log in. You will then be prompted to enter a new password.



**User Login**

User Name:

Old Password:

New Password:

Confirm Password:

Your password has expired.

Press CTRL+D to bookmark AMS ADVANTAGE ESS

Thank You!

This concludes the User Training for  
How to Manage a Password  
in ESS 3.11