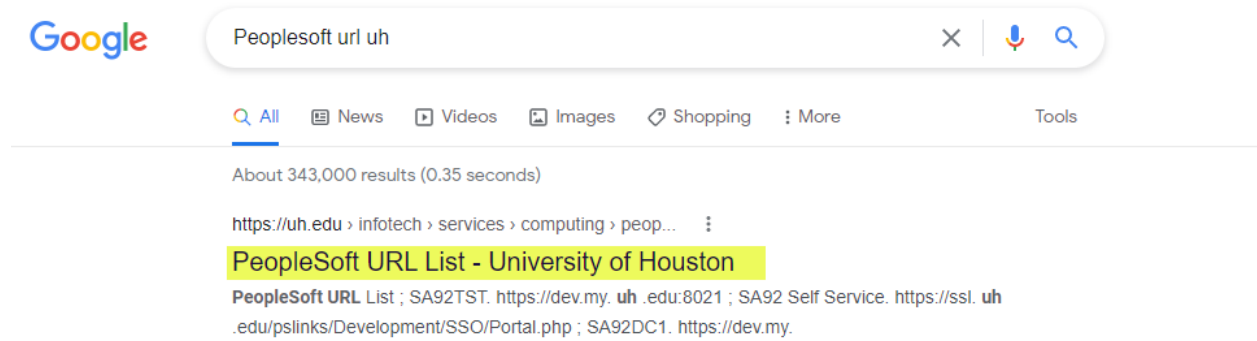
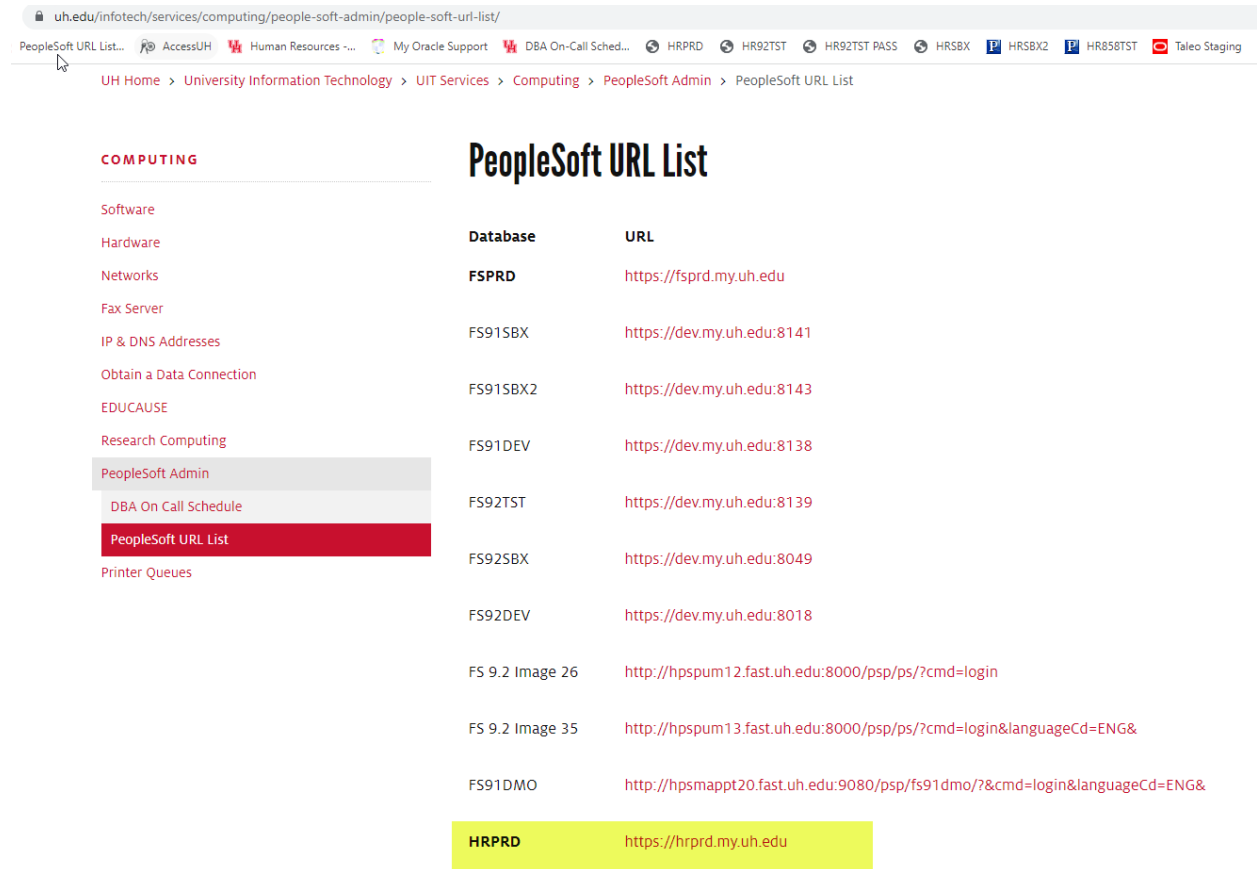


Steps to instruct terminated employees to reset their passwords or lookup their usernames for PeopleSoft Access:

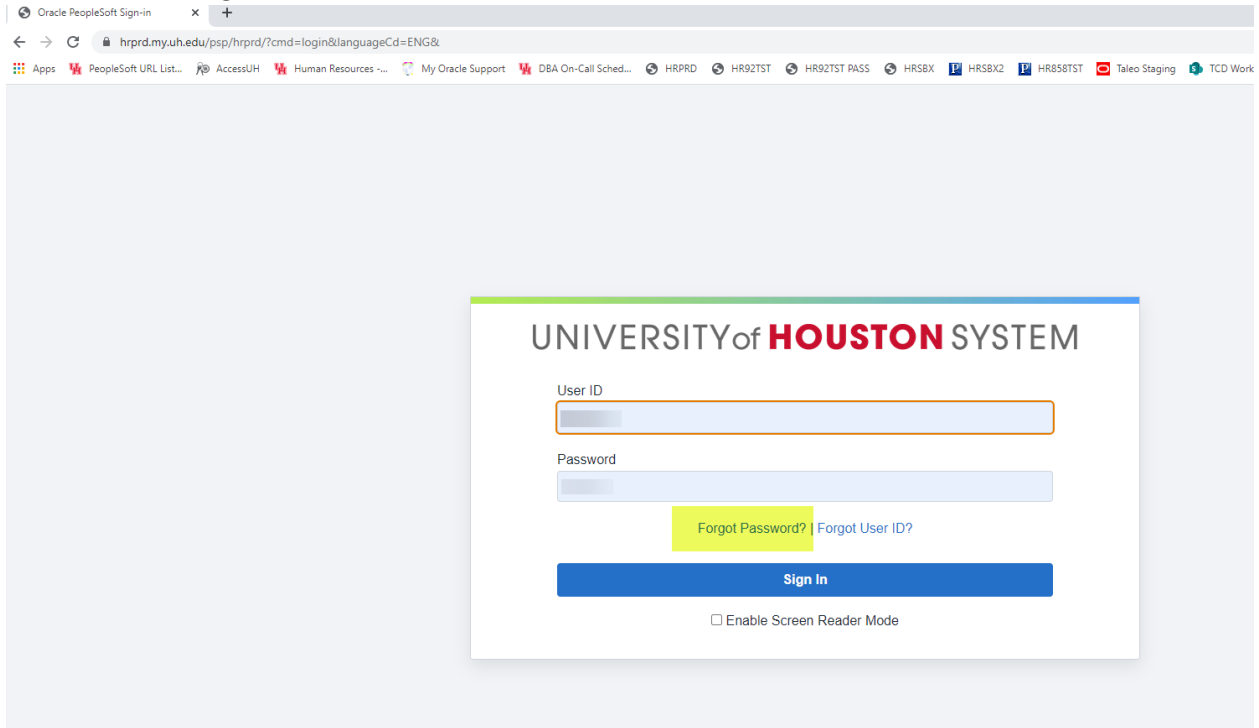
1. Google the URL listing:



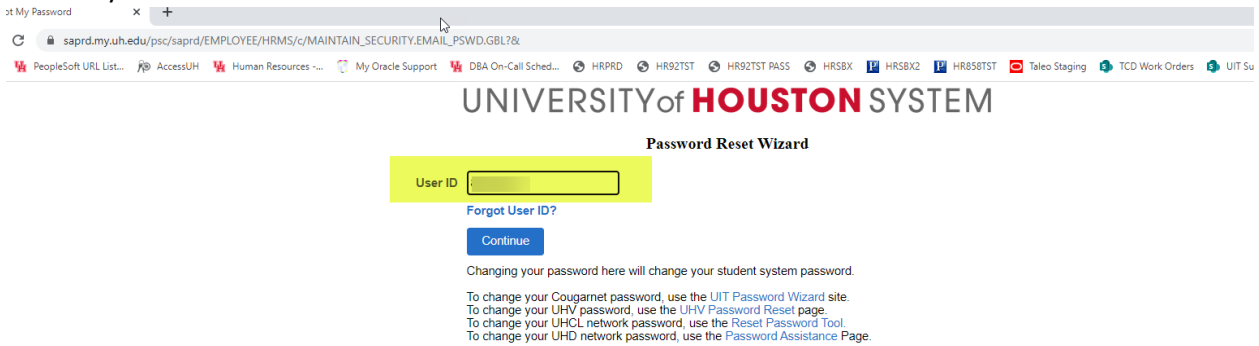
2. Click on the HRPRD link:



3. Click on the Forgot Password? Link:



4. Enter you User ID:



5. Answer the security questions:

Security Question

User ID

Please answer the following question below for user validation.

Question What is my date of birth? (MMDDYYYY format)


Response

Question What is my address zip-code (pin-code)?

Response

Email (any on file)

✓I'm not a robot


reCAPTCHA
Privacy - Terms

6. The following message appears on the screen:

UNIVERSITY of **HOUSTON** SYSTEM

Your new password has been emailed.

If you have not received the email, please check the following:

- You entered correct email address
- You are entering correct responses to the hint questions

If you continue to have problems, please contact your campus specific help desk:

Main Campus: Call UIT Help Desk at 713/743-1411 or chat with us at <http://www.uh.edu/livechat>


Clear Lake Campus: Call 281/283-2722 or email SEC@uhcl.edu

Victoria Campus: Call 361/570-4399 or email HelpDesk@uhv.edu

Downtown Campus: Call 713/221-8031 or email at ITHelp@uhd.edu

7. This email is sent with the new password: (always ask them to check their junk mail folder in case it did not appear in their inbox)

Reply Reply All Forward IM
Wed 3/2/2022 6:24 PM

 uhsselfservice@uh.edu
University of Houston - User ID Password

To [Redacted]
Retention Policy 1 Year Delete (1 year) Expires 3/2/2023

Password Reset Request

This message was generated by the UHS Self Service administration system in response to your request to receive a new password.

Your new password is *sPnG%[7

Please note that this password is case sensitive.

Please use this new password to log into the UHS Self Service administration system and then immediately change this password.

- If you have any problems using your temporary password or would like further information concerning this change, please contact your campus specific help desk at:
 - University of Houston - Main Campus:** Call UIT Help Desk at 713/743-1411 or chat with us at <http://www.uh.edu/livechat>
 - University of Houston - Clear Lake Campus:** Call 281/283-2722
 - University of Houston - Victoria Campus:** Call 361/570-4399 or email HelpDesk@uhv.edu
 - University of Houston - Downtown:** Call 713/221-8031 or email at ITHelp@uhd.edu
- If you suspect an unauthorized request was made to change your password, please contact UHS IT Security at phone number [832/842-4695](tel:8328424695) or via email at security@uh.edu.

Notice to Recipient: Unless otherwise specifically indicated, the information contained in this e-mail message is confidential and is only intended for the review and use of the above-named person(s). If the reader of this message is not the intended recipient, you are hereby notified that the recipient is strictly prohibited from any use, storage, dissemination, distribution, or copying of this communication. If you have received this e-mail message in error, please contact UHS IT Security immediately. Thank you.