

EPICS Expired Password Procedures

For EPICS Agency Security Coordinators

LOGIN - Microsoft Internet Explorer

Application Sign On Release PR98R1

EPICS

Enter Your Organization #

Enter Your Profile

Enter Your Password

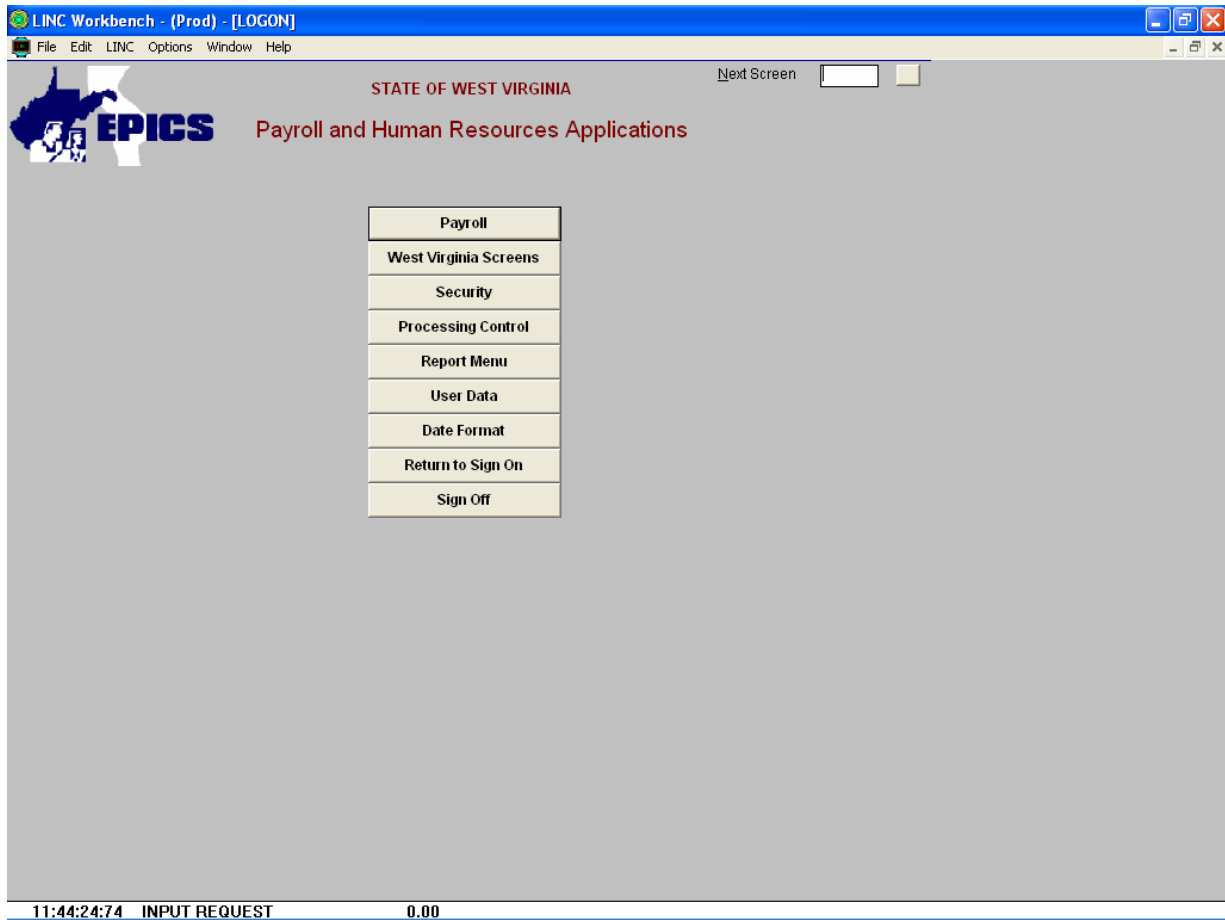
Security Key

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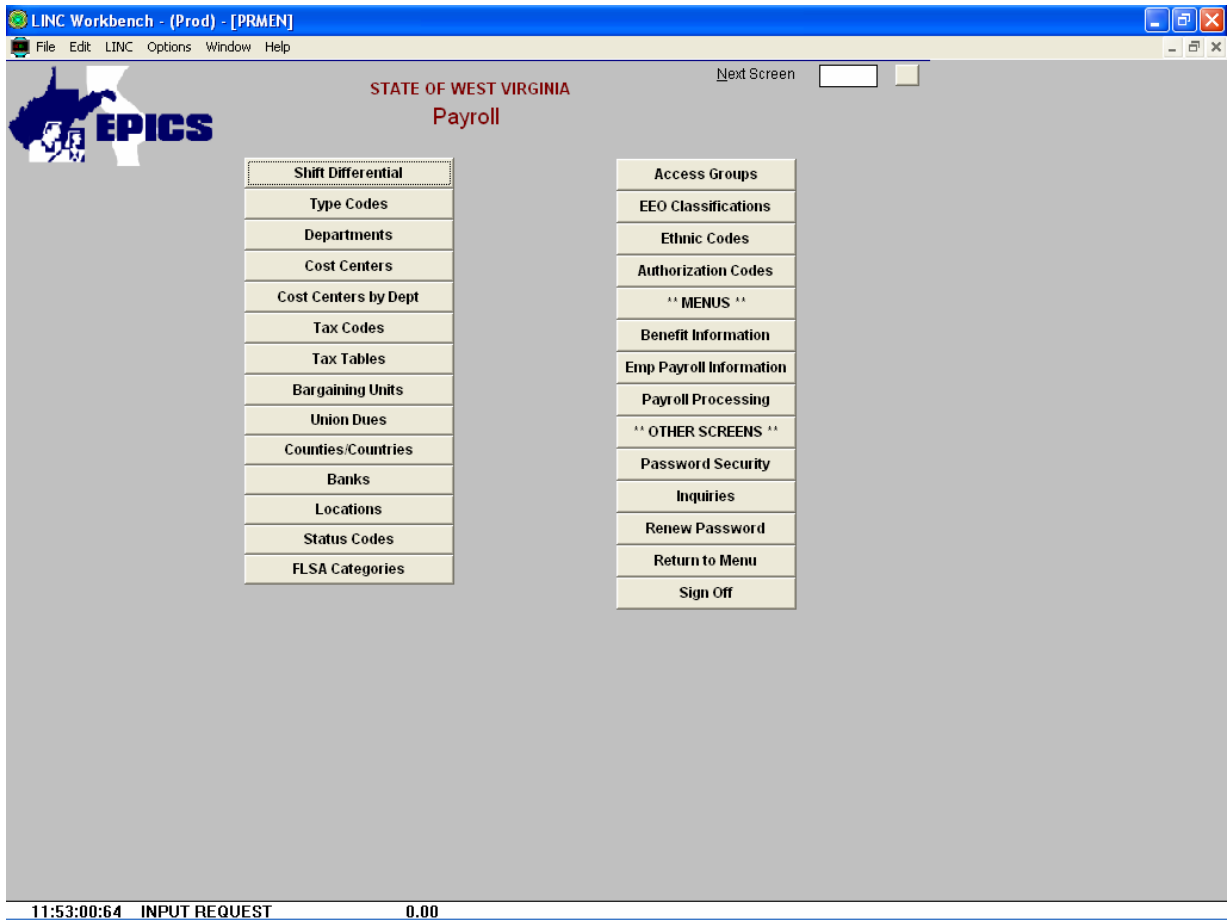
09:12:38:73 INPUT REQUEST 0.00 Local intranet

When someone in your Department attempts to sign on to EPICS with an incorrect password for 3 or more times, they will receive an error message telling them to contact their EPICS Security Coordinator.

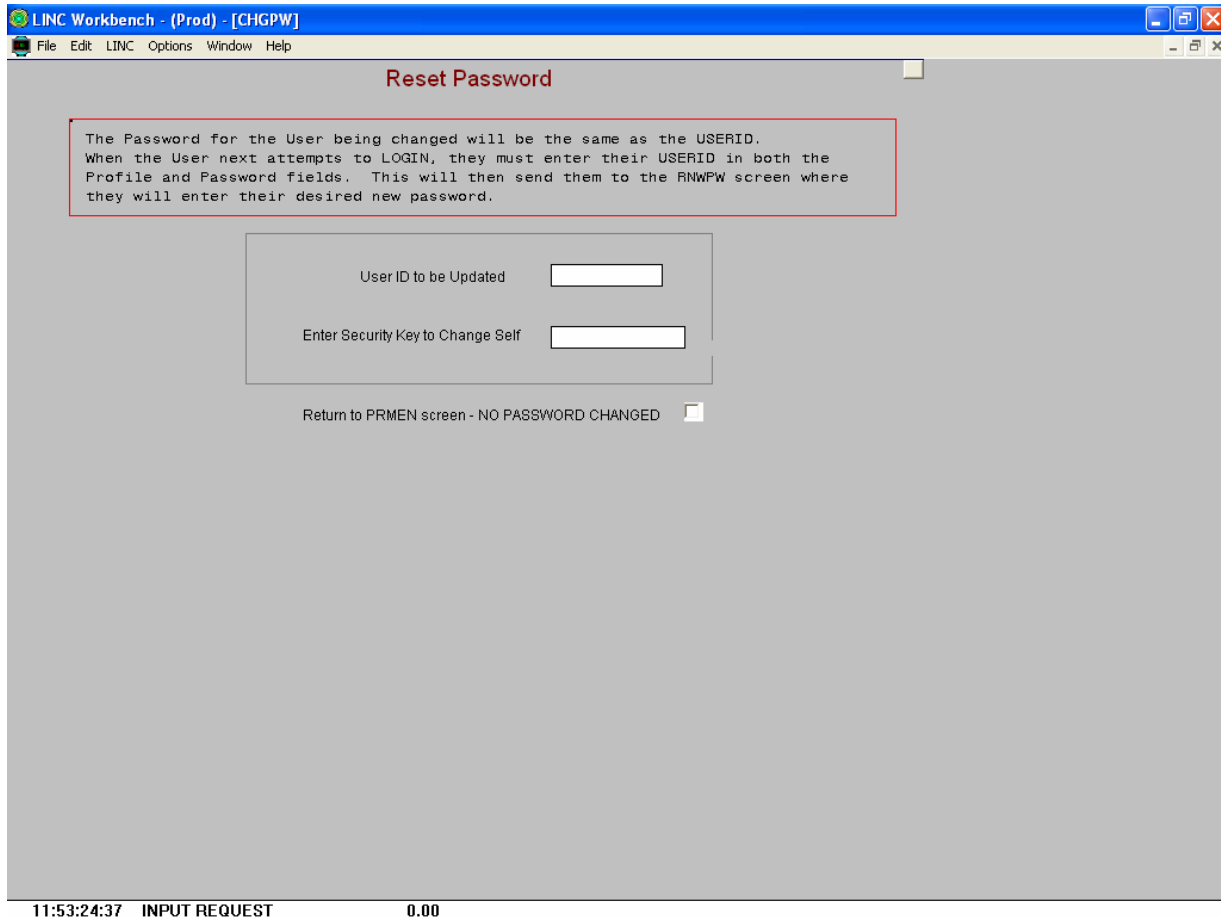
1. On the **APPLICATION SIGN ON (LOGIN)** Screen enter “**001**” for your **ORGANIZATION #**.
2. Tab down and **ENTER YOUR PROFILE**.
3. Tab down and **ENTER YOUR PASSWORD** and press enter.



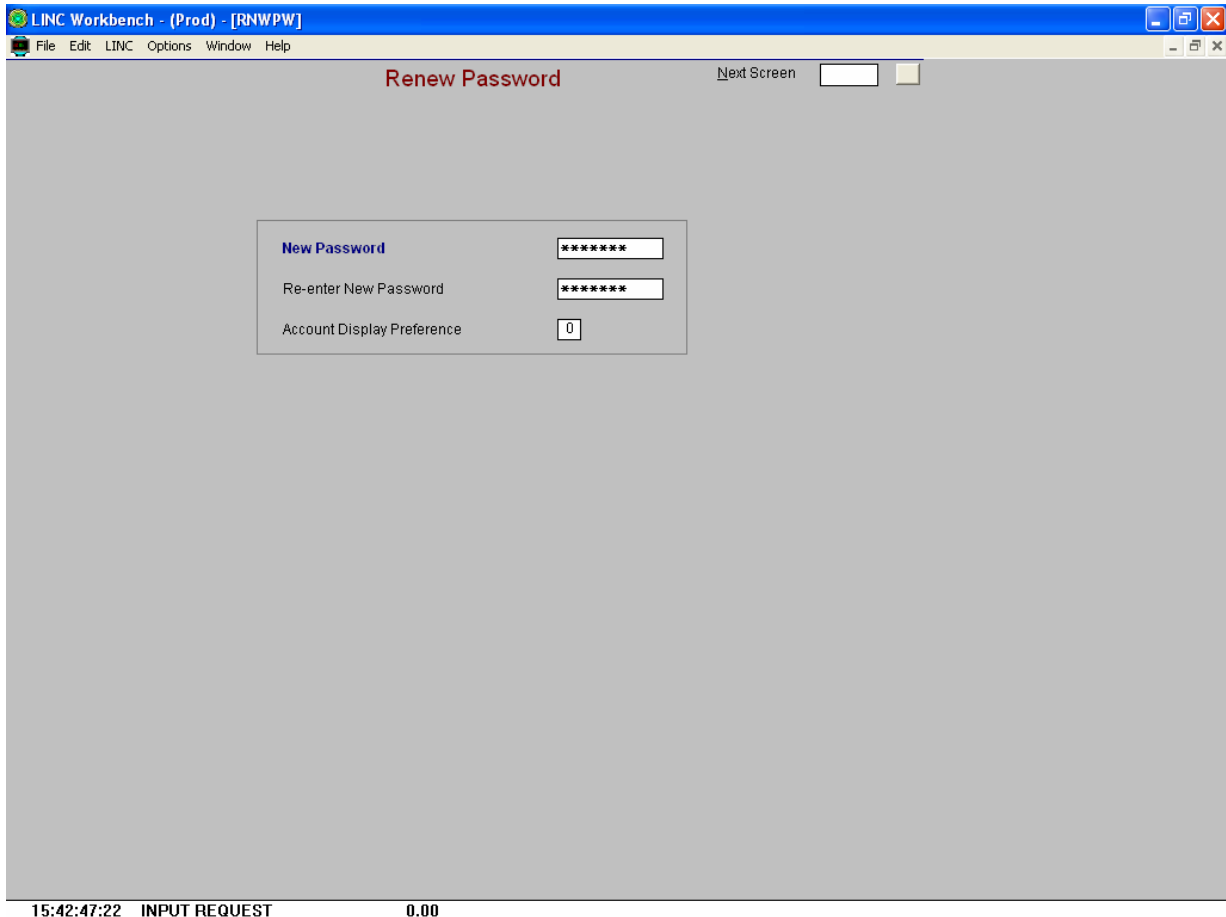
4. From the **PAYROLL AND HUMAN RESOURCES APPLICATIONS** (*LOGON*) Menu click on **PAYROLL**.



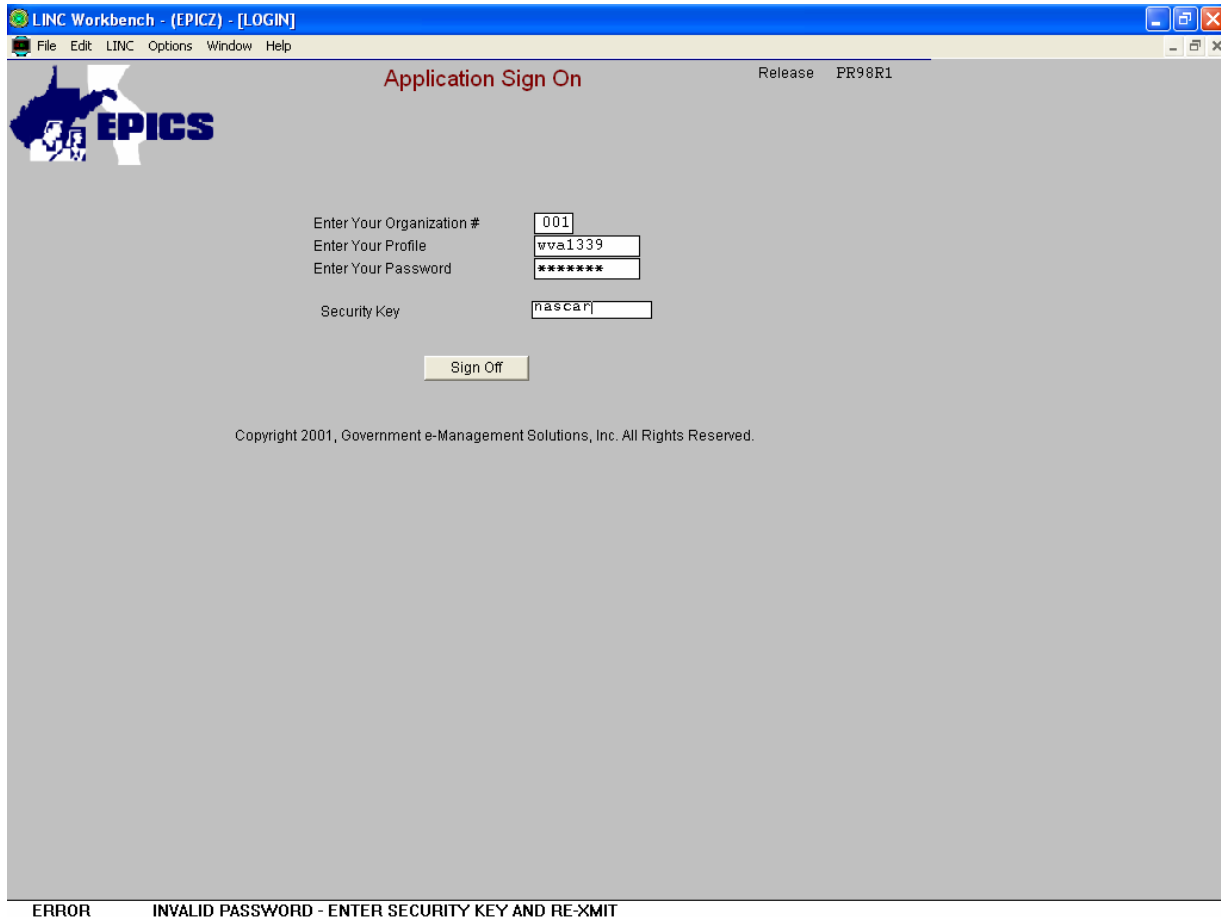
5. From the **PAYROLL** (*PRMEN*) Menu click on **PASSWORD SECURITY**.



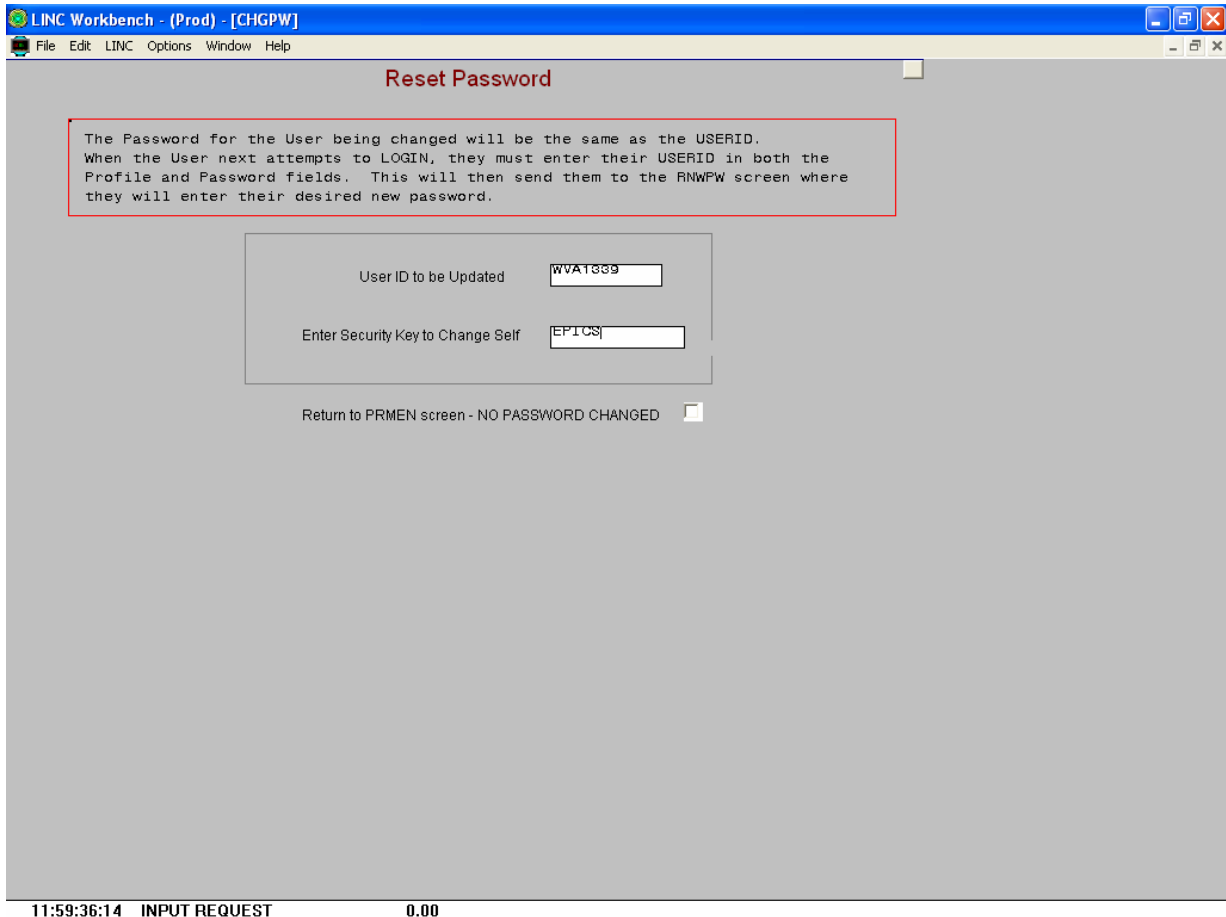
6. On the **RESET PASSWORD** (*CHGPW*) Screen enter their EPICS Profile/User Id in the **USER ID TO BE UPDATED** field and press enter.
7. If you have entered everything correctly you will be automatically taken to the **PAYROLL** (PRMEN) Menu.
8. Tell the User to sign on using their Profile number in both the **PROFILE** and **PASSWORD** fields for the first time they sign on.



9. The system will then take them to the **RENEW PASSWORD** (RNWPW) Screen.
10. They will need to enter a new password and confirm it and then press enter.
11. Then the user will need to sign on using their new password.



12. If you are the EPICS Security Coordinator for your Department and you have not entered the correct password, you will receive the following message at the bottom of your screen **“INVALID PASSWORD – ENTER YOUR SECURITY KEY AND RE-XMIT”**.
13. Tab down and enter your **SECURITY KEY** then press enter.



14. You will be taken to the **RESET PASSWORD** (*CHGPW*) Screen.
15. Enter your Profile/User Id in the **USER ID TO BE UPDATED** field.
16. Tab down and enter your Security Key in the **ENTER SECURITY KEY TO CHANGE SELF** field and press enter.
17. If you have entered everything correctly you will be taken back to the **APPLICATION SIGN ON** (*LOGIN*) Screen. You can now sign on using your **USER ID** as your profile and password for the first time you sign on and then the system will require you to create a new password.
18. If you still cannot sign on at this point, please call the WV State Auditor's Office Help Desk at 558-2261 ext. 600.