

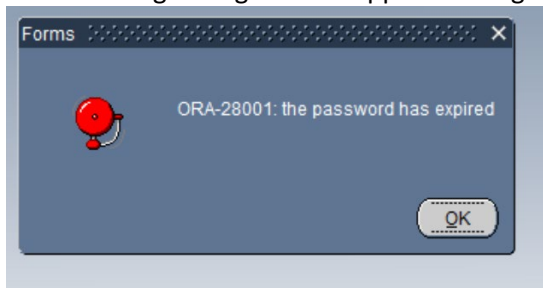
How to update your Expired/Forgotten HRIS Password

1. If you have forgotten your password and require a **Password Reset** – please contact HRISUPPORT@UCC.IE.

Note: If your password is reset by HRIS Support you will be prompted to reset it again on your next login for security reasons.

2. Logon to HRIS
 - Enter your Logon details – e.g.
 - ✓ Username: JBOND
 - ✓ Password: **your expired password** or your **recently reset password**
 - ✓ Database: UCCP

3. The following Dialog box will appear stating that your Password has Expired.



4. Click **OK**
5. Then Reset your **Password**.

Note: This password must be a *minimum of 14 characters* in length and include at least 1 digit, 1 Capital letter, 1 lowercase letter and 1 special character. Your password will expire every 90 days.



6. Enter your OLD/Reset password and then create a new password.
7. Then Retype it to verify it.

8. Click the **OK** button and then Login to HRIS