CHANGING YOUR EXPIRED HIP PASSWORD

HIP will prompt users to change their passwords every 90 days. Temporary passwords are issued by Human Resource Offices at State of Hawaii Departments/Jurisdictions. (Exception: Employees of the University of Hawaii will use their UH single-sign on password to logon to HIP from https://myuh.hawaii.edu/ and separate HIP passwords are not issued.)

Please follow the instructions below to change your HIP password.

1. After logging in with your current User ID and password, the system will display the following message, letting you know that your password has expired.
   ** You will need to change your password to continue logging into the system.

2. Click the “Click here to change your password.” link (marked in red in the above image)
3. The following screen appears.

4. Enter your current password in the “*Current Password” field. Enter your new password in the “*New Password” field. Confirm your new password in the “*Confirm Password” field.

**IMPORTANT:** The password must meet the following criteria:

- It cannot match any of the last five passwords you’ve used.
- It must contain at least one upper and lower-case letter.
- It must contain a special character and a number. Examples of special characters are: @ $ ! &.
- It must be at least ten characters in length.

- Click the Change Password button.
5. A confirmation page appears, letting you know that your password was successfully changed.

6. Click the **OK** button.