

## HOW TO SET UP THE "FORGOT PASSWORD" FEATURE ON A MOBILE DEVICE

1. Click on the menu bar in the upper right.

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| 0        | Employee Self-Serv   | vice 📕 |
| Pay St   | Home                 |        |
|          | NavBar               |        |
| Last     | Help                 |        |
|          | Sign Out             |        |
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## 3. Click on "My System Profile"

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| NavBar:       | Navigator           | ×                     |
| Self Service  |                     | >                     |
| Change My Pa  | ssword              |                       |
| My System Pro | ofile               |                       |
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4. Enter the appropriate email address in the box, and then go to "Change or Set up Your Password Security Question" and follow the directions.

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| General Profile In                          | formation           |                                |                         |                    |
| Password                                    |                     |                                |                         |                    |
| Change Password<br>Change or Set Up Your Pa | ssword Security Qu  | estion Return to               | Self-Service Homepage   |                    |
| **Please enter a valid Sta                  | ate of Hawaii email | A valid email should end with  | .us .edu .gov or .org   |                    |
| Email                                       |                     |                                |                         |                    |
| Primary Email Account                       | Email Type          | Email Address                  |                         |                    |
| 2   | Business            |                                | and and a second second |                    |
| Or Click the chec                           | k box if you DO N   | DT have a valid State of Hawai | email.                  |                    |

