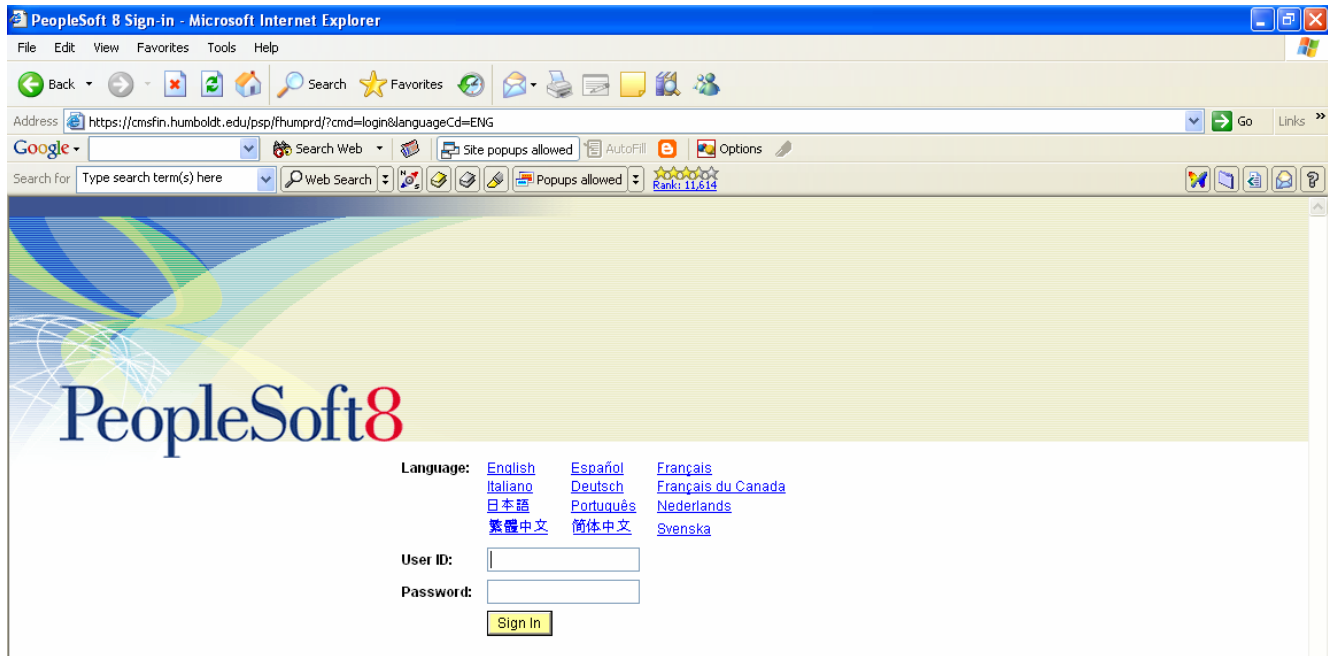


## A. Logon to PeopleSoft & Change Password

1. Using Internet Explorer, open the PeopleSoft Logon page at:

<https://cmsfin.humboldt.edu/psp/fhumprd/?cmd=login&languageCd=ENG>



2. Type in lowercase your PeopleSoft *User ID* (email address) and *Password* (provided by Purchasing) and click on **Sign In**.



3. From the Menu page click on the [Change My Password](#) link.



4. On the [Change Password](#) page, type in your current password, your new password, and confirming password. **NOTE:** Password must be in lowercase and have at least 6 characters, one of which is number and one of which is a special character, i.e. \* \_ +. Click on [Change Password](#).

You should only change your password when directed by PeopleSoft Security. If you feel your password security has been compromised, immediately log a help ticket for directions.



5. The messages **Password Changed** and **Password Saved** should appear. Click on **Return**. You will be returned to the **Change Password** page.

**NOTE:** Do not exit this page before clicking on **Return** or you may not be able to logon using either your old or new password. If this happens you will need to log a trouble ticket for help.



6. You will be returned to the **Change Password** page. Click on the “Menu” icon  to return to the Menu page.



7. You can Sign-out at this time to end your session or follow one of the 8.4 Step-by-Step Guides to continue.

