

## STEP 1

## SAP Password Self Service Guide – Set Up Your Security Questions

1

Connect to the SAP Portal and click on “Password Forgotten”

Leave the User and Password fields blank.

### NOTE:

Your security questions only need to be set up once, before you reset your password for the first time – not every time you reset your password.

If you have already created your security questions, please refer to the document “SAP Password Self Service Guide – Reset Your Password”.

The screenshot shows a web browser window with the URL <https://mps.gov.ns.ca/...> and several tabs open: "ESS Overview - PNS Se...", "Support Dashboard - ...", "fire FTP", and "BI launch pad". The main content area displays the "SAP NetWeaver" login form. The form includes fields for "System:" (SRE), "Client:" (200), "User:" (blank), "Password:" (blank), and "Language:" (English). There is also an "Accessibility" checkbox and a "Log On" button. Below the login fields, there are links for "Change Password" and "Password Forgotten". A red circle with the number "1" and a red arrow points to the "Password Forgotten" link. At the bottom of the page, there is a footer with the SAP logo and the text "Copyright © 2015 SAP AG. All rights reserved."

https://mps.gov.ns.ca/... ESS Overview - PNS Se... Support Dashboard - ... fire FTP BI launch pad

### SAP NetWeaver

System: SRE  
Client: \* 200  
User: \*  
Password: \*  
Language: English  
☐ Accessibility  
Log On

[Change Password](#) [Password Forgotten](#) [Click Here For Online Pay Statement in SAP Fiori](#)

ECC Production:  
SRE Client 200

\*\*\*\*\*

While Microsoft Internet Explorer is the recommended browser for ESS, other browsers such as Mozilla Firefox and Google Chrome will work for most features. If you experience a problem in ESS, please ensure you are using Internet Explorer version 10 or above before proceeding the

**SAP**

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## STEP 2

## SAP Password Self Service Guide – Set Up Your Security Questions

1

Enter your User ID ( i.e your “P + 8 digit employee number”) in the Userid field.

Alternatively, enter your SAP ID in the Userid field if you have one.

2

Click on the “Log On” button.

https://as1053p1.cio.gov.ns.ca/ - END USER LOGON - Internet Explorer

### END USER LOGON

Logon with your credentials below:

\*Userid:  X

Log On

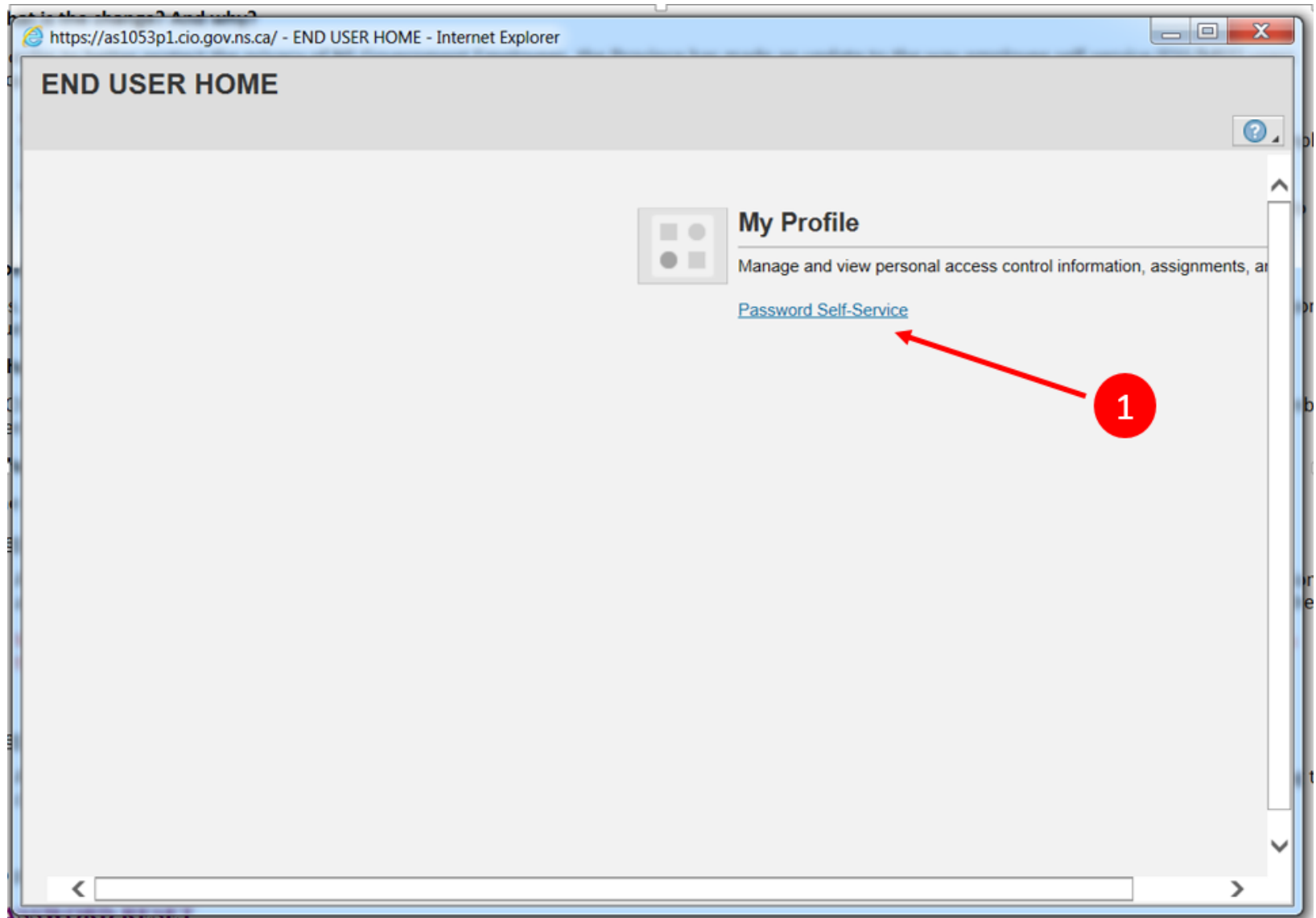
SAP

## STEP 3

## SAP Password Self Service Guide – Set Up Your Security Questions

1

Click on the “Password Self-Service” link.



## SAP Password Self Service Guide – Set Up Your Security Questions

**The first step is to register your security questions. This is a 1-time process of registering your security questions.**

**Please select questions and answers that you will easily remember. Answers will remain unchanged unless you change them.**

**You need to create between 2 and 10 security questions. They can any combination of pre-defined and/or user defined questions.**

**2 pre-defined questions  
are recommended.**

Click on “Add” display the drop-down menu of question types.

[illegible]

## SAP Password Self Service Guide – Set Up Your Security Questions

1

**This example is for selecting a pre-defined question.**

**To select a pre-defined question, click on “Admin Defined Questions”.**

https://as1053p1.cio.gov.ns.ca/?SESSION\_ID=0050568043E81ED58096D6A7761F832D&sap-client=100&sap- - Internet Explorer

## Reset Password: Step 1 (User Registration)

Previous Next Submit

1 2 3

User Registration Answer Security Questions Select Systems

User CRAWLEDA(CRAWLEDA)

### Questions

Add Remove

Admin Defined Questions	Answer	Confirm Answer	Status
User Defined Questions			

Admin Defined Questions - Menu Item - 1 of 2 items - To select, press Enter

1

## STEP 6

## SAP Password Self Service Guide – Set Up Your Security Questions

1

After selecting “Admin Defined Questions”, click on the down arrowhead to display the pre-defined questions.

Reset Password: Step 1 (User Registration)

Previous Next Submit

1 2 3

User Registration Answer Security Questions Select Systems

User [CRAWLEDA\(CRAWLEDA\)](#)

Questions

Add Remove

Question	Answer	Confirm Answer	Status
			Active

## STEP 7

## SAP Password Self Service Guide – Set Up Your Security Questions

1

Click on a pre-defined question to select it.

In this example, I am choosing “WHAT IS YOUR FAVORITE COLOR?”.

https://as1053p1.cio.gov.ns.ca/?SESSION\_ID=0050568043E81ED58096D6A7761F832D&sap-client=100&sap- - Internet Explorer

### Reset Password: Step 1 (User Registration)

Previous Next Submit

1 2 3  
User Registration Answer Security Questions Select Systems

User [CRAWLEDA\(CRAWLEDA\)](#)

#### Questions

Add Remove

Question	Answer	Confirm Answer	Status
WHAT IS YOUR FAVORITE COLOR?			Active
WHAT IS YOUR MOTHER'S MAIDEN NAME?			
WHAT WAS THE FIRST CAR YOU DROVE?			
WHAT WAS THE NAME OF YOUR ELEMENTARY/PRIMARY SCHOOL?			
WHAT WAS YOUR CITY OF BIRTH?			
WHAT IS YOUR FAVORITE SPORTS TEAM?			
WHAT IS YOUR FAVORITE VACATION SPOT?			

## STEP 8

## SAP Password Self Service Guide – Set Up Your Security Questions

1

Enter your answer to the security question you have selected.

Be aware that answers to security questions are case sensitive. If you use upper case letters now, you will always need to use upper case letters when answering the questions in the future. Same applies to the use of lower case letters.

2

Confirm your answer by re-typing it in the "Confirm Answer" field.

Reset Password: Step 1 (User Registration)

Previous Next Submit

1 2 3

User Registration Answer Security Questions Select Systems

User [CRAWLEDA\(CRAWLEDA\)](#)

Question	Answer	Confirm Answer	Status
WHAT IS YOUR FAVORITE COLOR?	...	...	Active



## STEP 9

## SAP Password Self Service Guide – Set Up Your Security Questions

1

To create another question, click “Add” to display the drop-down menu.

2

To create your own personal security question, click “USER DEFINED QUESTIONS”.

Reset Password: Step 1 (User Registration)

Previous Next Submit

1 2 3

User Registration Answer Security Questions Select Systems

User [CRAWLEDA\(CRAWLEDA\)](#)

Questions

Add Remove

Admin Defined Questions	Answer	Confirm Answer	Status
User Defined Questions	COLOR? ...	...	Active
User Defined Questions - Menu Item - 2 of 2 items - To select, press Enter			

## STEP 10

## SAP Password Self Service Guide – Set Up Your Security Questions

1

When creating a User Defined question, type your question into the “Question” field on the next available row table.

2

Enter your answer to the security question you have selected.

Remember - answers to security questions are case sensitive.

3

Confirm your answer by re-typing it in the “Confirm Answer” field.

Reset Password: Step 1 (User Registration)

Previous Next Submit

1 2 3

User Registration Answer Security Questions Select Systems

User [CRAWLEDA\(CRAWLEDA\)](#)

Question	Answer	Confirm Answer	Status
WHAT IS YOUR FAVORITE COLOR?	...	...	Active
My favorite actor	.....	.....	Active

## STEP 11

## SAP Password Self Service Guide – Set Up Your Security Questions

1

Remember, you must have at least 2 questions, and up to a maximum of 10 questions, and they can be any combination of admin and/or user defined.

Once you have added all your questions and answers, click on “Next”.

Reset Password: Step 1 (User Registration)

Previous Next Submit

1 2 3

User Registration Answer Security Questions Select Systems

User [CRAWLEDA\(CRAWLEDA\)](#)

Questions

Add Remove

Question	Answer	Confirm Answer	Status
WHAT IS YOUR FAVORITE COLOR?	***	***	Active
My favorite actor	*****	*****	Active

## STEP 12

## SAP Password Self Service Guide – Set Up Your Security Questions

1

To proceed with resetting your password, you must now answer 2 of your security questions. If you created more than 2 questions, you can pick any 2 to answer.

2

Once you have entered your 2 answers, click "Next".

https://as1053p1.cio.gov.ns.ca/?SESSION\_ID=0050568043E81ED58096D6A7761F832D&sap-client=100&sap- - Internet Explorer

### Reset Password: Step 2 (Answer Security Questions)

Previous Next **Submit**

Security Questions registered successfully

1 2 3  
User Registration Answer Security Questions Select Systems

User [CRAWLEDA\(CRAWLEDA\)](#)

**Answer 2 Questions**

Question 01:  
MY FAVORITE ACTOR  
Answer  
.....

Question 02:  
WHAT IS YOUR FAVORITE COLOR?  
Answer  
...

## STEP 13

## SAP Password Self Service Guide – Set Up Your Security Questions

1

The next step in the process is to select the system within SAP that you are resetting your password for.

Click “Add”.

Reset Password: Step 3 (Select Systems)

Previous Next Submit

1 2 3

User Registration Answer Security Questions Select Systems

User [CRAWLEDA\(CRAWLEDA\)](#)

Systems	
Add	Name

## STEP 14

## SAP Password Self Service Guide – Set Up Your Security Questions

1

You will only see 1 system in the “Available” table. Click anywhere on the row with the system to highlight your selection.

2

With your system highlighted, click the add arrow to move your system selection to the “Selected” table.

Reset Password: Step 3 (Select Systems)

Previous Next Submit

1 2 3

User Registration Answer Security Questions Select Systems

User CRAWLED

Select Systems

Available

System: Description: Go

System	Description
SRE200	School Boards – PRODUCTION – ECC – System Name SRE

Selected

System	Description
--------	-------------

OK Cancel

## SAP Password Self Service Guide – Set Up Your Security Questions

**With your system now displayed in the “Selected” table, click on the “OK” button at the bottom of the window.**

[illegible]

## STEP 16

## SAP Password Self Service Guide – Set Up Your Security Questions

1

With your system now added to the “Systems” table, click “Submit”.

Reset Password: Step 3 (Select Systems)

Previous Next Submit

1 2 3

User Registration Answer Security Questions Select Systems

User [CRAWLEDA\(CRAWLEDA\)](#)

Systems	
Add	Remove
	Name
	SRE200



## STEP 17

## SAP Password Self Service Guide – Set Up Your Security Questions

1

Your system is now confirmed. You can click the red 'X' button at the top right hand corner to close the window.

If you do not click the 'X', the window will remain open.

Reset Password

User [CRAWLEDA\(CRAWLEDA\)](#)

Password reset successfully in all the selected systems.  
For successful resets, Email has been sent to your mail box containing the password details.

Password reset successfully in : SRE200

System name	Description	Status	Reason
SRE200	School Boards – PRODUCTION – ECC – Systems Name SRE	Success	

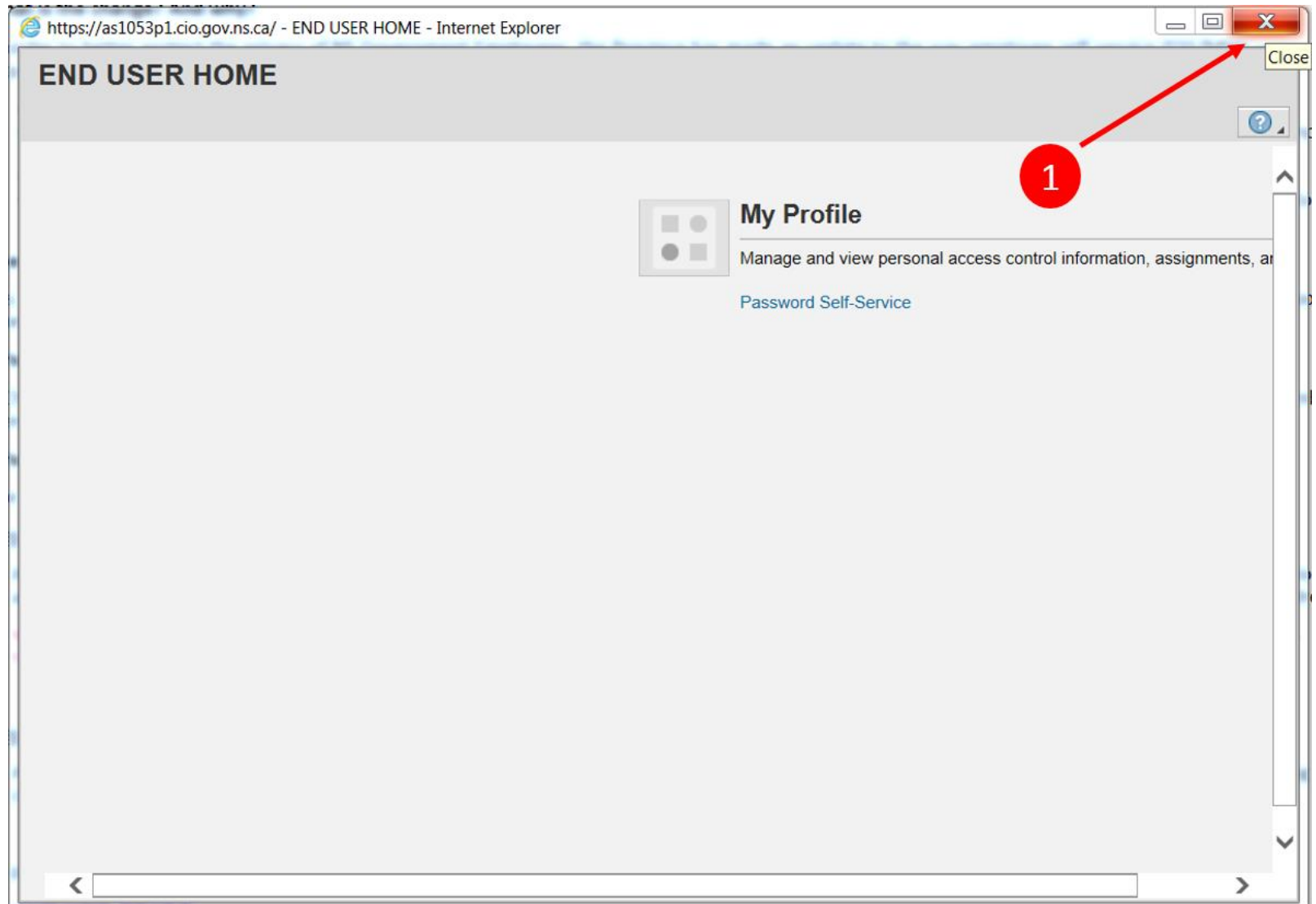
## STEP 18

## SAP Password Self Service Guide – Set Up Your Security Questions

1

If this window is still displayed, you can click the red 'X' button at the top right hand corner to close this window.

If you do not click the 'X', the window will remain open.



## STEP 19

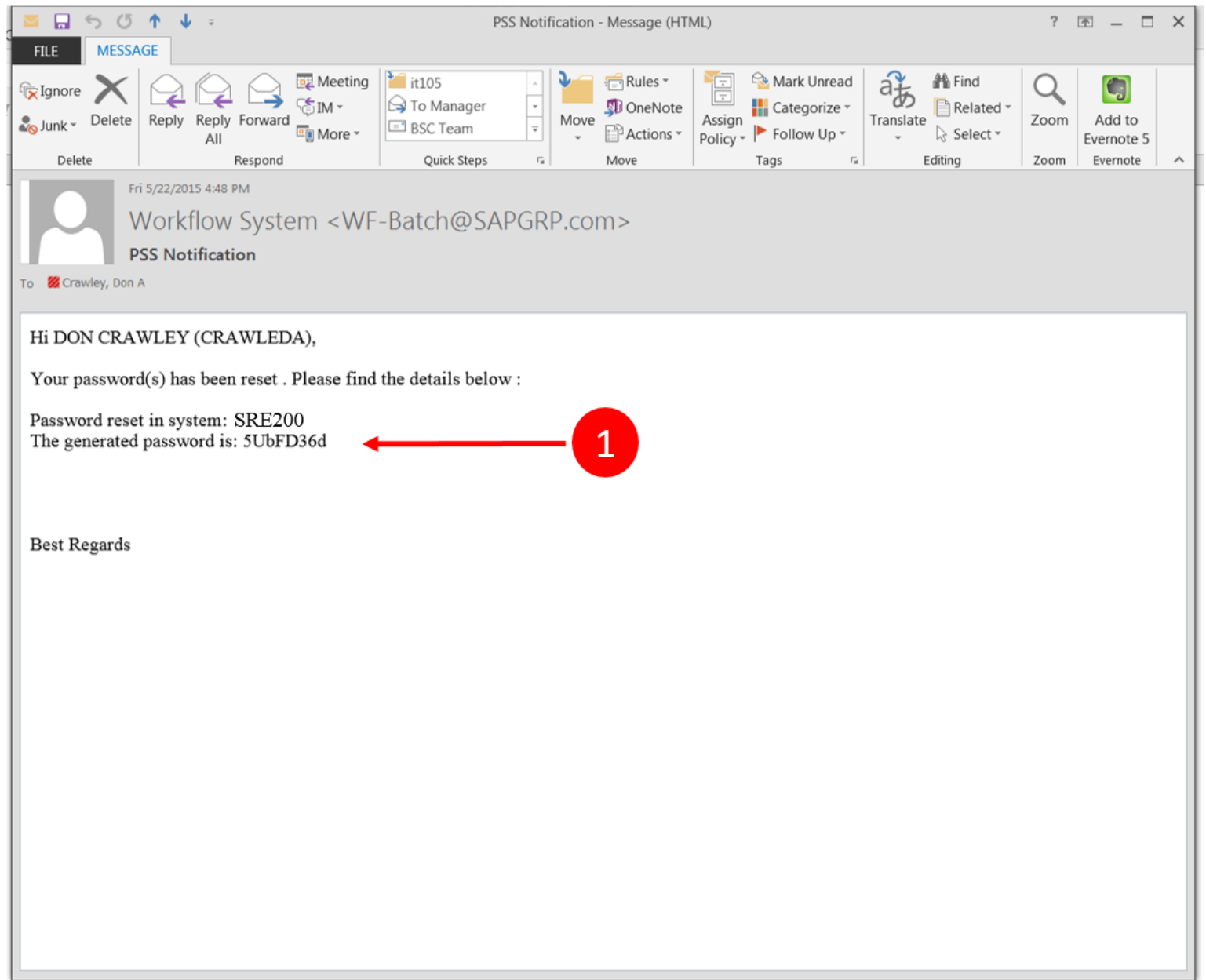
## SAP Password Self Service Guide – Set Up Your Security Questions

1

A temporary password will be sent to the email address that is registered for you in SAP. These are the emails ending in one of the following: @staff, @board, @NSPES, or @GNSPS.

Now, you can open the email that has been sent to you, copy your temporary password, and proceed to the SAP portal.

Instructions for copying and pasting the password and creating your new password are on the following pages.



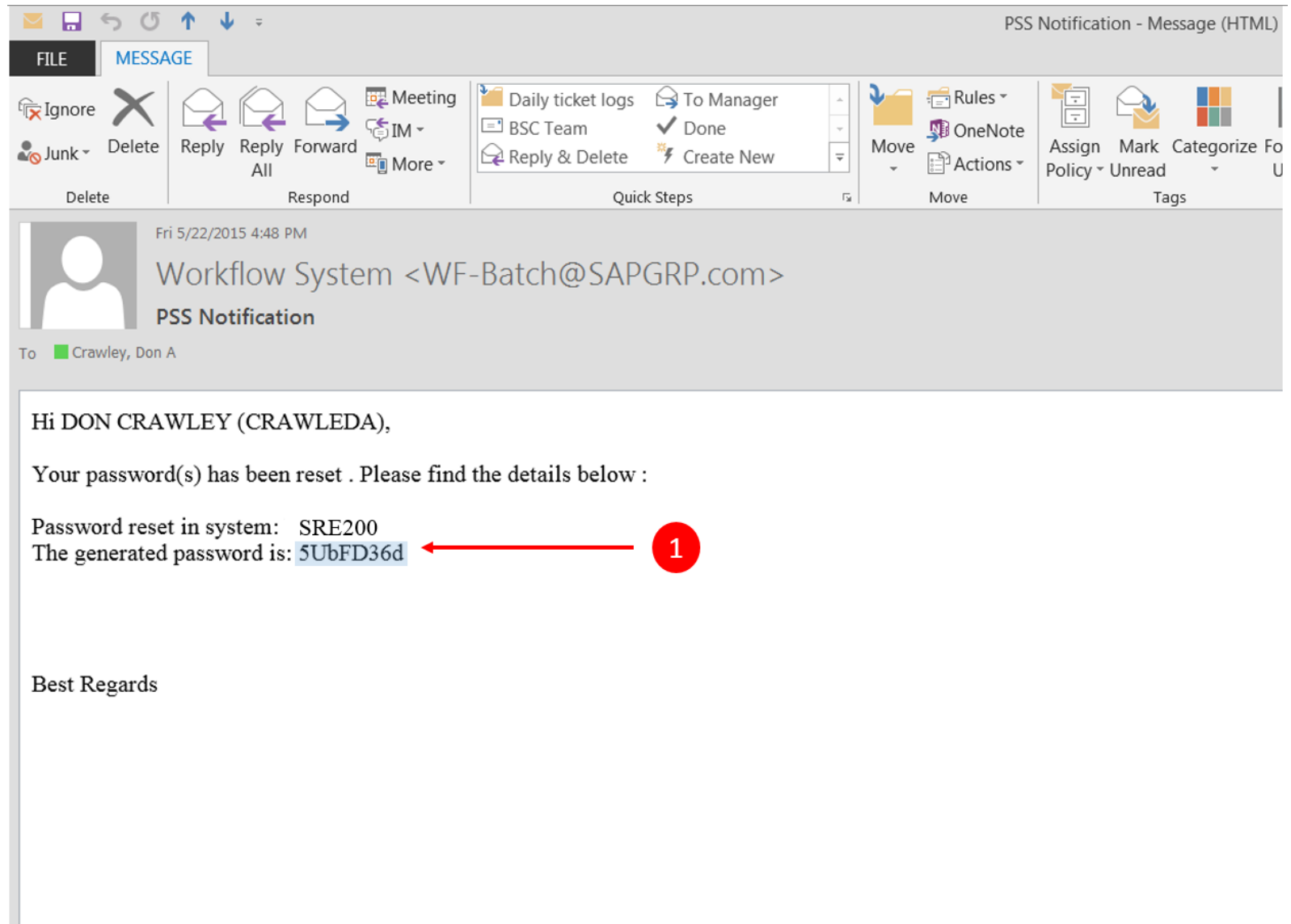
## STEP 20

1

Copy the temporary password by placing your mouse arrow at the first letter, and press and hold the LEFT mouse button down while dragging the cursor across the password, highlighting the password. With the entire word highlighted, lift your finger off the mouse button.

Now, press and hold down the "CTRL" key (bottom left of keyboard), and at the same time, press and release the letter "C" key. Then, release the "CTRL" key. This will make an electronic copy the password that you highlighted.

## SAP Password Self Service Guide – Set Up Your Security Questions



The screenshot shows an email interface with a toolbar at the top containing icons for file operations, message actions (Ignore, Delete, Reply, Forward, Meeting, IM, More), and a 'MESSAGE' tab. Below the toolbar, the email header shows the sender as 'Workflow System <WF-Batch@SAPGRP.com>' and the subject as 'PSS Notification'. The recipient is 'To: Crawley, Don A'. The email body contains the following text:

Hi DON CRAWLEY (CRAWLEDA),

Your password(s) has been reset . Please find the details below :

Password reset in system: SRE200

The generated password is: 5UbFD36d

Best Regards

A red arrow points from a red circle with the number '1' to the generated password '5UbFD36d'.

## STEP 21

## SAP Password Self Service Guide – Set Up Your Security Questions

1

Connect to the SAP Portal, and enter your User ID ( i.e your “P + 8 digit employee number”) or your SAP ID in the Userid field.

2

Place the mouse arrow anywhere in the “Password” field and, while holding down the “CTRL” key (bottom left of keyboard), press and release the “V” key. This will paste the password that you copied in Step 20 into this field. Now, click the “Log On” button to connect to SAP.

If you have problems with the “Copy-and-Paste” method, you can type the exact password directly into the password field.

The screenshot shows the SAP NetWeaver login interface. The browser's address bar displays the URL <https://mps.gov.ns.ca/...>. The page title is "SAP NetWeaver". The login form includes the following fields and controls:

- System:** A dropdown menu showing "SRE".
- Client:** A dropdown menu showing "200".
- User:** A text input field containing "crawleda".
- Password:** A text input field with a cursor, indicated by a red arrow labeled "2".
- Language:** A dropdown menu showing "English".
- Accessibility:** A checkbox that is currently unchecked.
- Log On:** A yellow button.

Below the login form, there are links for [Change Password](#), [Password Forgotten](#), and [Click Here For Online Pay Statement in SAP Fiori](#). At the bottom, the text reads "ECC Production: SRE Client 200" followed by a disclaimer about browser compatibility and the SAP logo. A red arrow labeled "1" points to the User field, and a red arrow labeled "2" points to the Password field.

## STEP 22

## SAP Password Self Service Guide – Set Up Your Security Questions

1

Place the mouse arrow in the “Current Password” field and paste the temporary password using CTRL “V” (same process used in STEP 22).

2

Enter your new password in the “New Password” field. Your password must be at least 8 characters long, and contain at least 1 uppercase letter and at least 1 number.

Enter the same password in the “Repeat Password” field to confirm.

3

Click “Change” button to complete the process.

The screenshot shows a web browser window with the URL <https://mps.gov.ns.ca/...> and tabs for 'ESS Overview - PNS Se...', 'Support Dashboard - ...', 'fire FTP', and 'BI launch pad'. The main content area is titled 'SAP NetWeaver' and contains a password change form. The form has the following fields and controls:

- User:** CRAWLEDA
- Current Password:** \* (password masked with dots)
- New Password:** \* (password masked with dots)
- Repeat Password:** \* (password masked with dots)
- Buttons:** 'Change' (highlighted in yellow) and 'Cancel'

Red arrows and numbers indicate the steps:

- 1:** Points to the 'Current Password' field.
- 2:** Points to both the 'New Password' and 'Repeat Password' fields.
- 3:** Points to the 'Change' button.

Below the form, the text reads: 'ECC Production: SRE Client 200'. A scrollable area contains a disclaimer: 'While Microsoft Internet Explorer is the recommended browser for ESS, other browsers such as Mozilla Firefox and Google Chrome will work for most features. If you experience a problem in ESS, please ensure you are using Internet Explorer version 10 or above before reporting the'. The SAP logo is at the bottom left, and the copyright notice 'Copyright © 2015 SAP AG. All rights reserved.' is at the bottom right.