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".

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vi... 🔲 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   ← ———————— **1**

Click Here For Online Pay Statement in SAP Fiori

ECC Production:
SRE Client 200

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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

SAP

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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

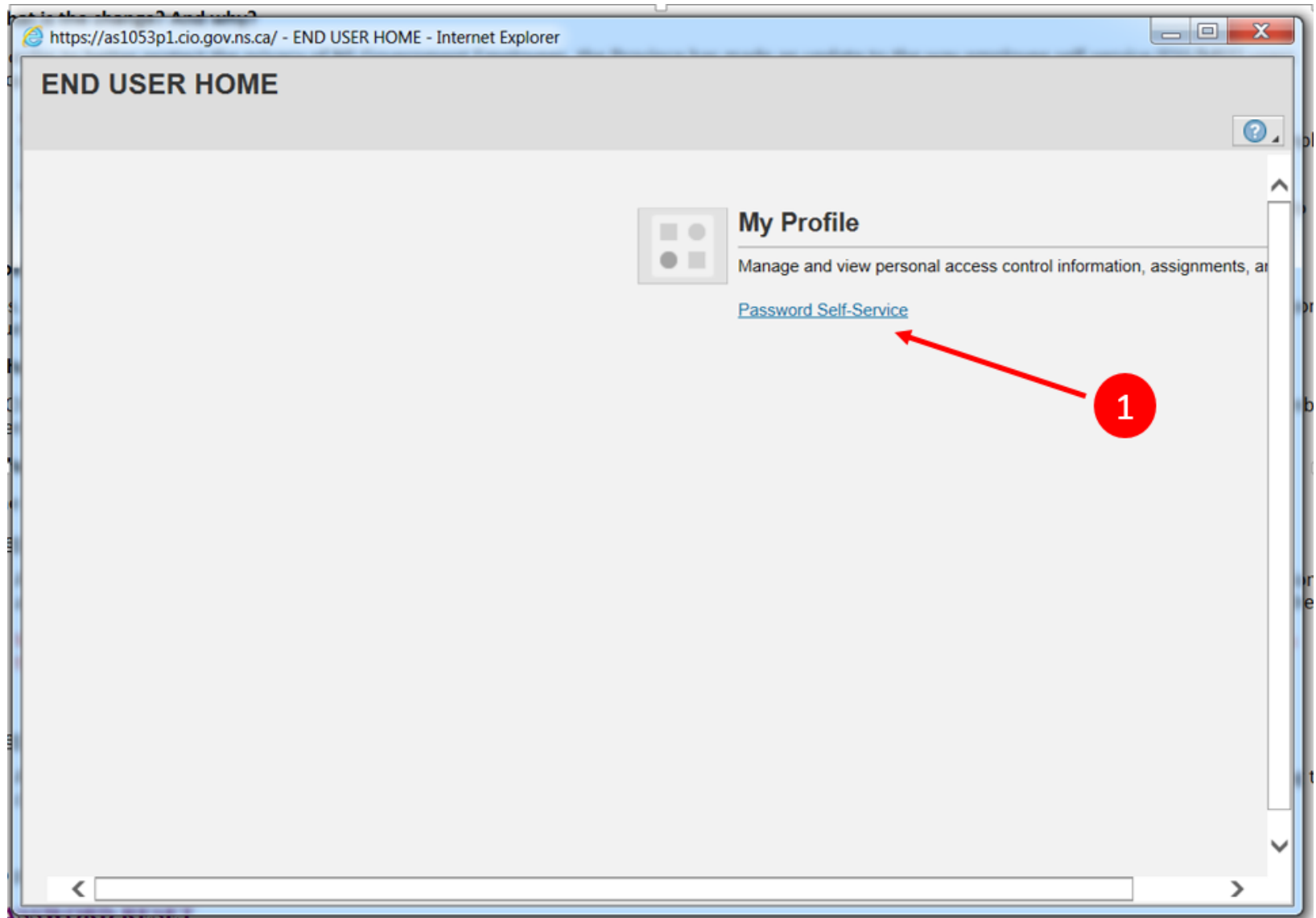**END USER LOGON**

Logon with your credentials below:

* Userid: crawleda ✕

Log On

SAP

1

Click on the "Password
Self-Service" link.

STEP 4   SAP Password Self Service Guide – Set Up Your Security Questions

1

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.

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

1

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 User Registration — **2** Answer Security Questions — **3** 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

After selecting "Admin Defined Questions, click on the down arrowhead to display the pre-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   ❷ ◢

| 1 | 2 | 3 |

User Registration   Answer Security Questions   Select Systems

User CRAWLEDA(CRAWLEDA)

Questions

Add ◢ Remove

	Question	Answer	Confirm Answer	Status
				Active

1

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   ❷ ▪

1	2	3
User Registration	Answer Security Questions	Select Systems

User CRAWLEDA(CRAWLEDA)

Questions

Add ▾ Remove

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

1

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.

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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 — User Registration   2 — Answer Security Questions   3 — Select Systems

User CRAWLEDA(CRAWLEDA)

Questions

Add ◢ Remove

	Question	Answer	Confirm Answer	Status
	WHAT IS YOUR FAVORITE COLOR? ▼	•••	•••	Active ▼

1   **2**

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".

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

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

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.

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

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 ▼

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".

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**   ❷◢

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".

1

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

Click "Add".

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

Reset Password: Step 3 (Select Systems)

Previous | Next | Submit

1 User Registration — 2 Answer Security Questions — **3 Select Systems**

User CRAWLEDA(CRAWLEDA)

Systems

Add Remove

Name

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.

1

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

1

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

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

Reset Password: Step 3 (Select Systems)

⊙ Previous   Next ▷ | Submit   ⟵ **1**

1	2	3
User Registration	Answer Security Questions	Select Systems

User CRAWLEDA(CRAWLEDA)

Systems

Add   Remove

Name
SRE200

1

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

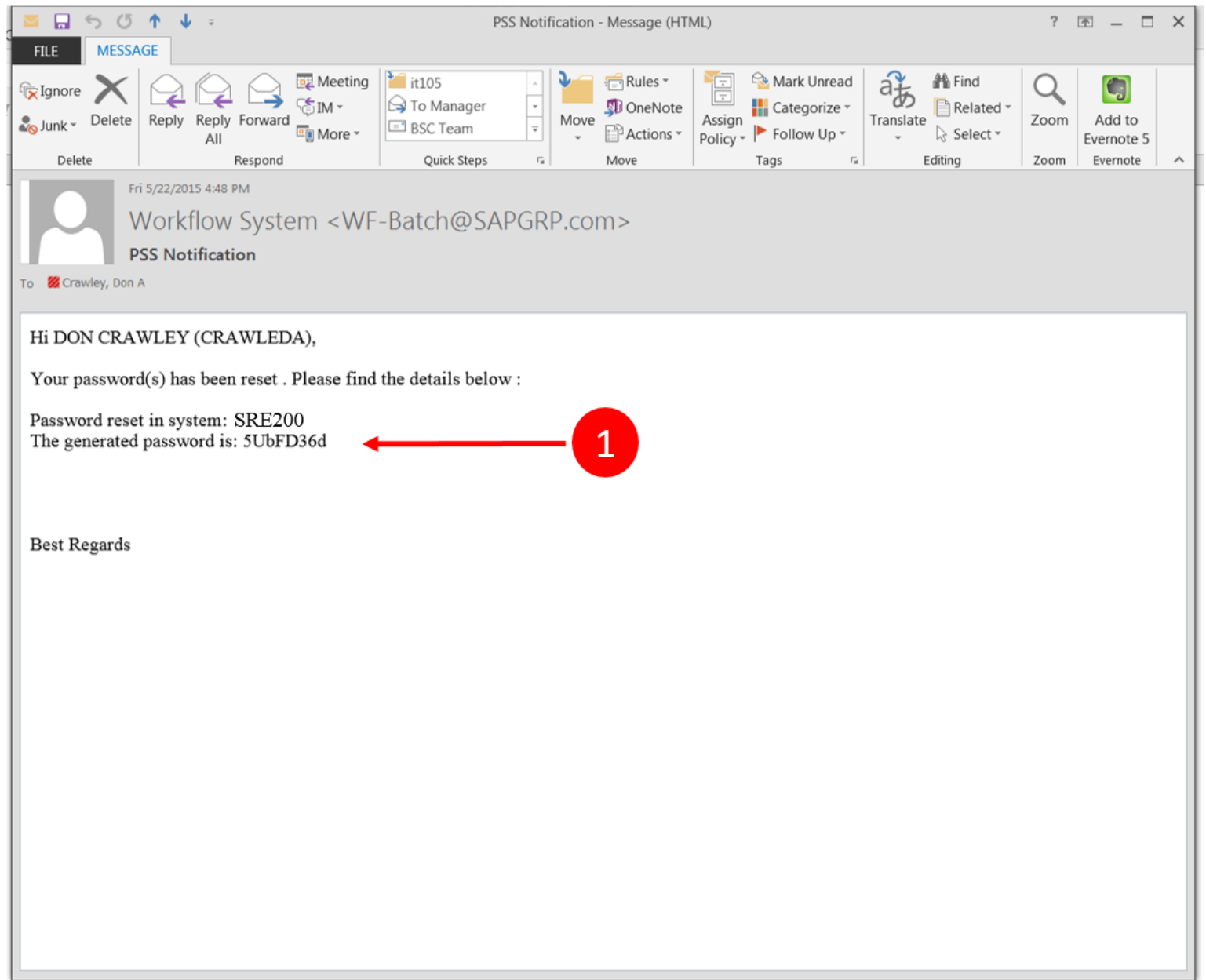If you do not click the 'X', the window will remain open.

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.
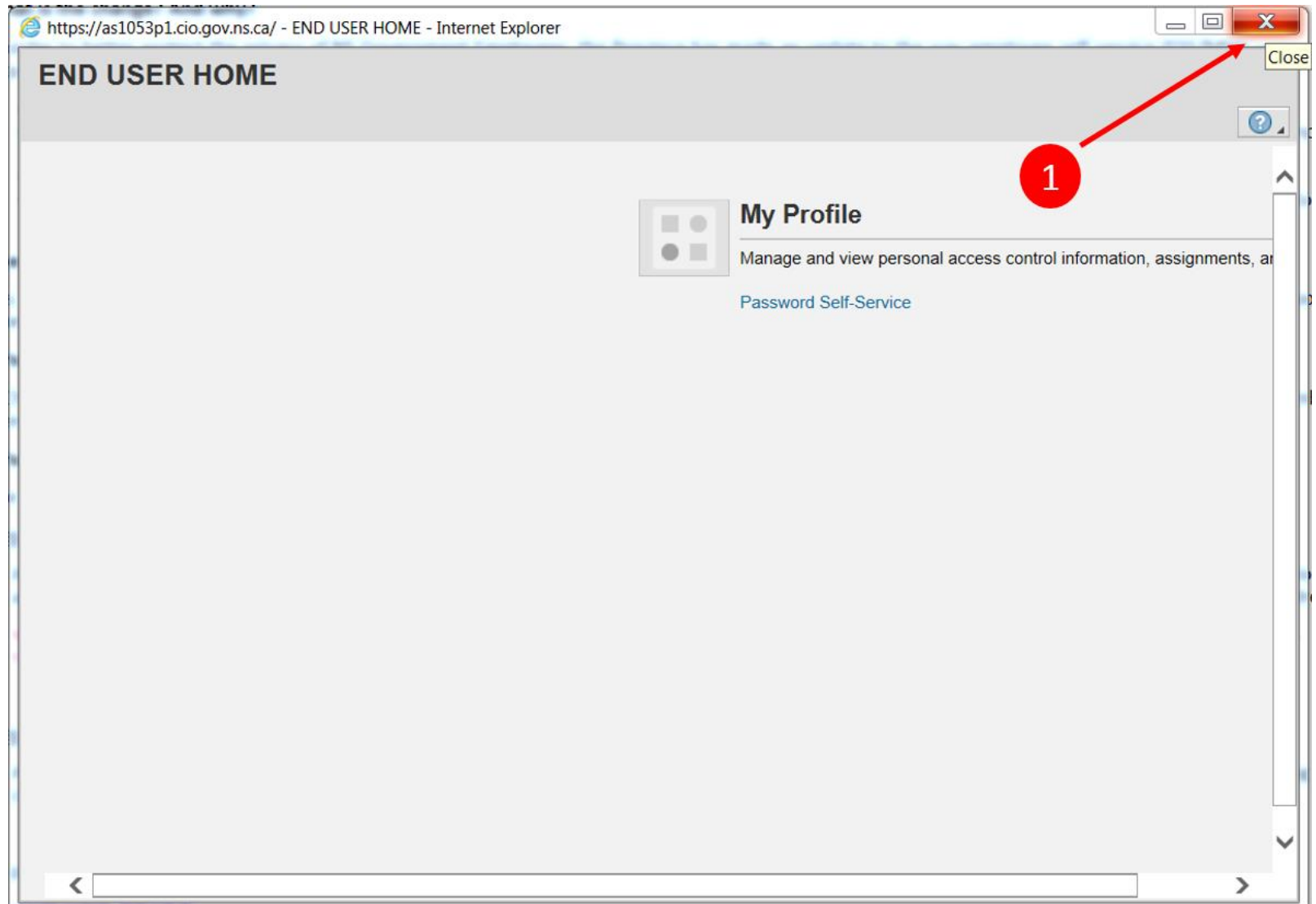
1

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.
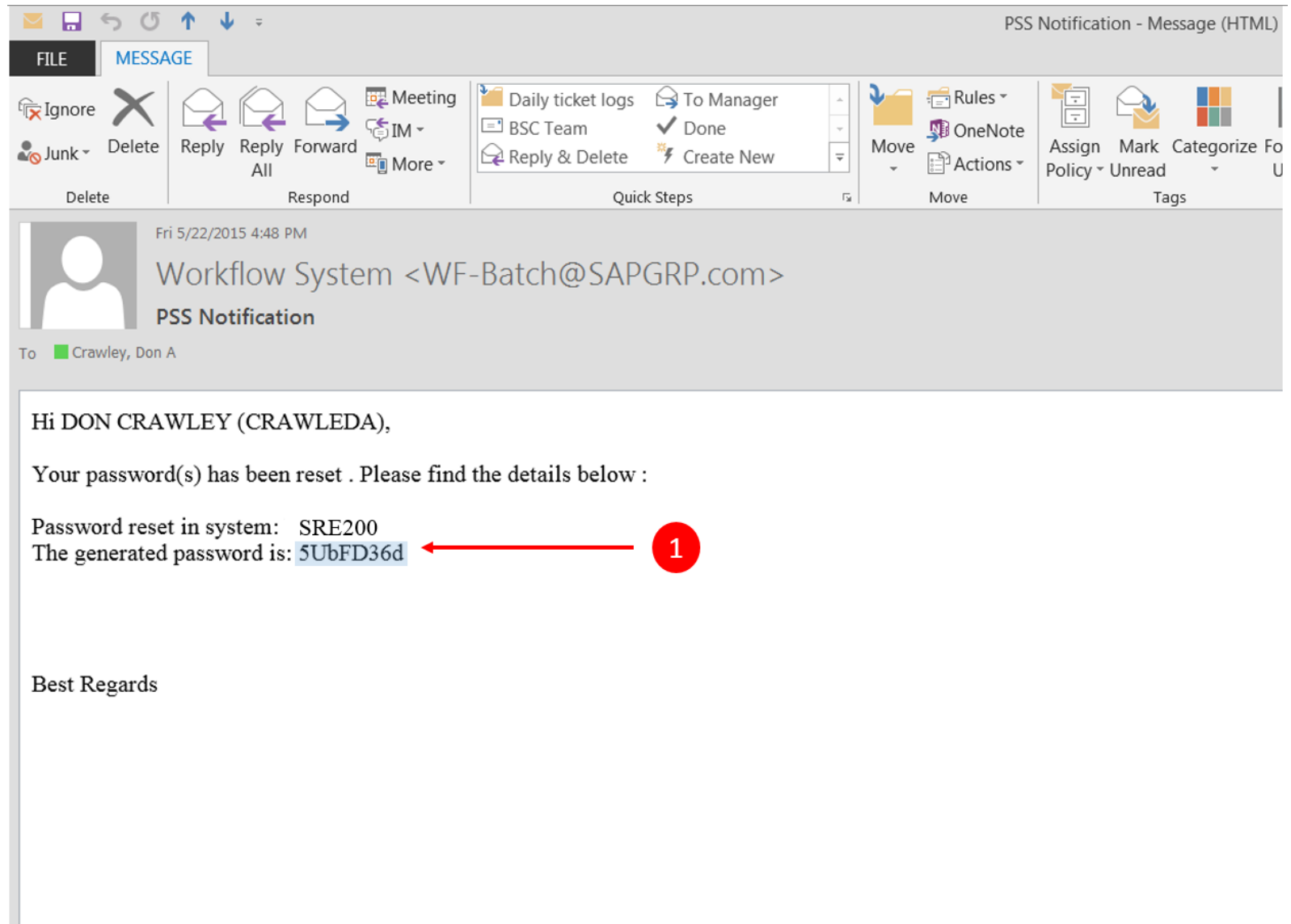

PSS Notification - Message (HTML)

FILE   MESSAGE

Fri 5/22/2015 4:48 PM

Workflow System <WF-Batch@SAPGRP.com>

PSS Notification

To   Crawley, Don A

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   **1**

Best Regards

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.

PSS Notification - Message (HTML)

FILE   MESSAGE

Fri 5/22/2015 4:48 PM

Workflow System <WF-Batch@SAPGRP.com>

PSS Notification

To   Crawley, Don A

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   ←   **1**

Best Regards

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.

Browser tabs: `200&*` — Search

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

SAP NetWeaver

System:	SRE
Client: *	200
User: *	crawleda
Password: *		
Language:	English

☐ Accessibility

[Log On]

Change Password   Password Forgotten
Click Here For Online Pay Statement in SAP Fiori

ECC Production:
SRE Client 200

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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

SAP

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.

2008&*   ▼ C   Q Search

rvi... 🐾 https://mps.gov.ns.ca/... 📄 ESS Overview - PNS Se... ☐ Support Dashboard - ... 🔥 fire FTP 🎯 BI launch pad

SAP NetWeaver

User: CRAWLEDA

Current Password: *   ● ● ● ● ●   **1**

New Password: *   ● ● ● ● ●

Repeat Password: *   ● ● ● ● ●   **2**

[Change] [Cancel]

3

ECC Production:
SRE Client 200

****
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