

STEP 1

Connect to the SAP Portal and click on '**Password Forgotten**'.

Leave the User and Password fields blank.

If you do not know how to connect to the SAP Portal, contact your HR Administrator for assistance.

The screenshot shows the SAP NetWeaver login interface. At the top, the title 'SAP NetWeaver' is displayed. Below it, there are input fields for 'System:' (containing 'SRE'), 'Client:' (containing '200'), 'User:' (empty), and 'Password:' (empty). A 'Language:' dropdown menu is set to 'English'. There is an 'Accessibility' checkbox which is unchecked. A yellow 'Log On' button is located below the input fields. Below the login fields, there are two links: 'Change Password' and 'Password Forgotten'. A red arrow points to the 'Password Forgotten' link, with the number '1' next to it. Below these links is a link that says 'Click Here For Online Pay Statement in SAP Fiori'. At the bottom of the page, there is a section for 'ECC Production: SRE Client 200' followed by a disclaimer about browser compatibility: '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 the latest version of the browser before reporting the issue.' The SAP logo is in the bottom left corner, and the copyright notice 'Copyright © 2015 SAP AG. All rights reserved.' is in the bottom right corner.

SAP Password Self Service Guide – Reset Your Password

v1.2 July 19 2016

STEP 2A

If you are looking for a copy of the document you are currently using, you can download it here.

STEP 2B

To continue with the self-service password reset process, click the 'CLICK HERE' button.



SAP Password Self Service Guide – Reset Your Password

v1.2 July 19 2016

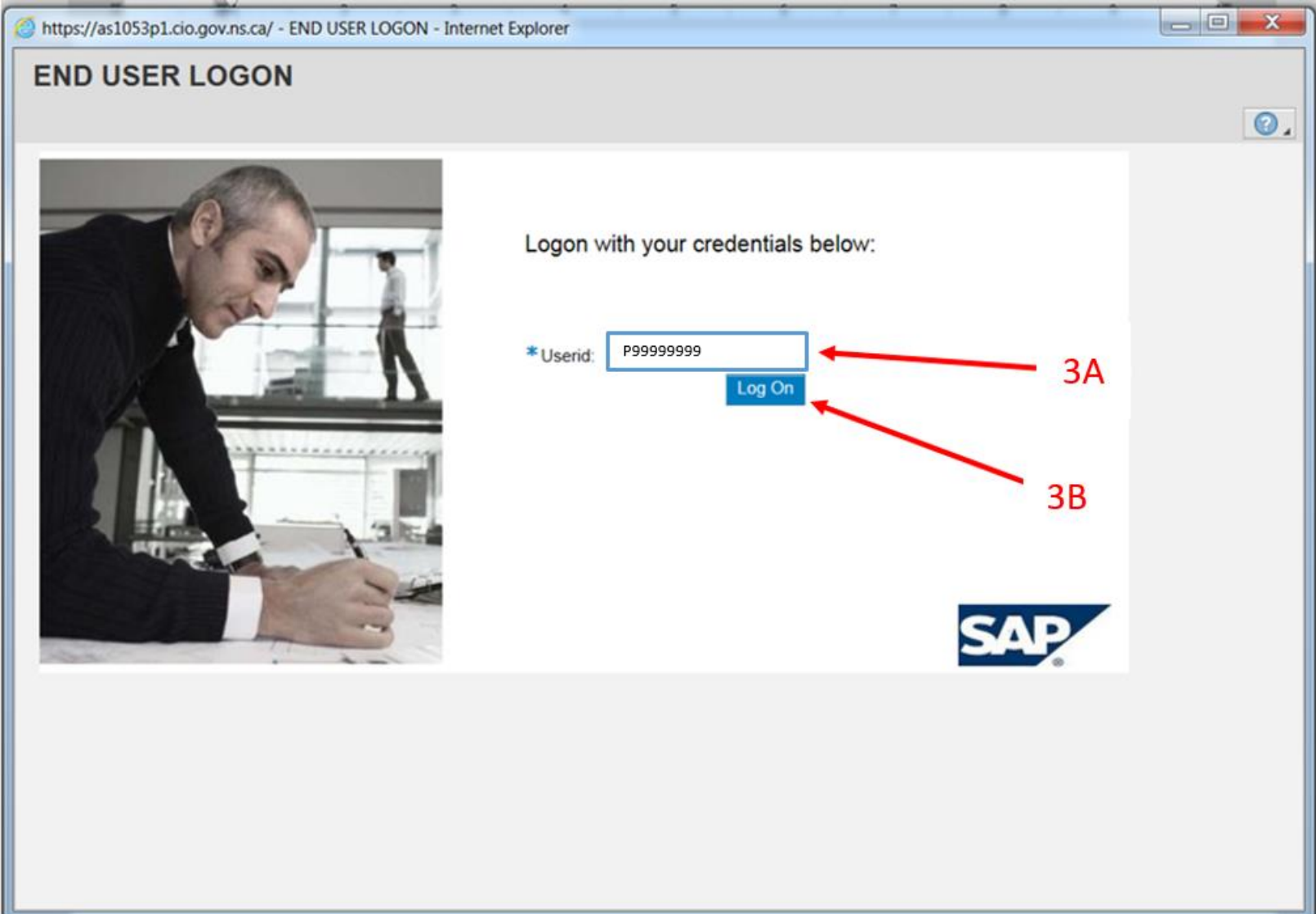
STEP 3A

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.

STEP 3B

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:

3A

3B

SAP

SAP Password Self Service Guide – Reset Your Password

v1.2 July 19 2016

STEP 4

To confirm your password reset, click the **'Submit'** button.

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

Reset Password: Step 3 (Select Systems)

Previous Next Submit 4

1 Select Systems

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

Systems	
Add	Remove
Name	
<input checked="" type="checkbox"/>	SRE200
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

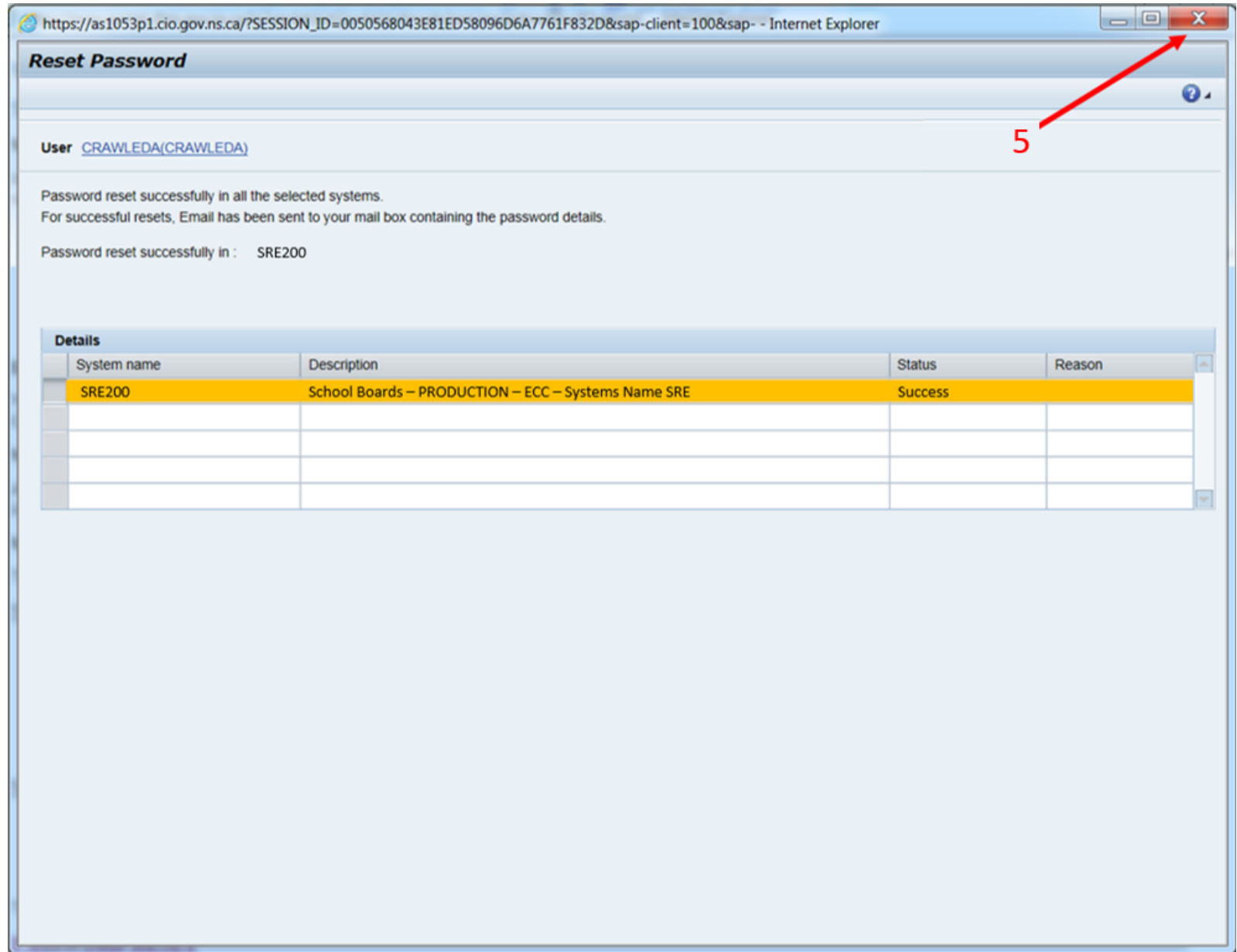
SAP Password Self Service Guide – Reset Your Password

v1.2 July 19 2016

STEP 5

That's it! Your password reset is now confirmed.

Click the **red 'X'** button at the top right hand corner to close the window.



SAP Password Self Service Guide – Reset Your Password

v1.2 July 19 2016

STEP 6

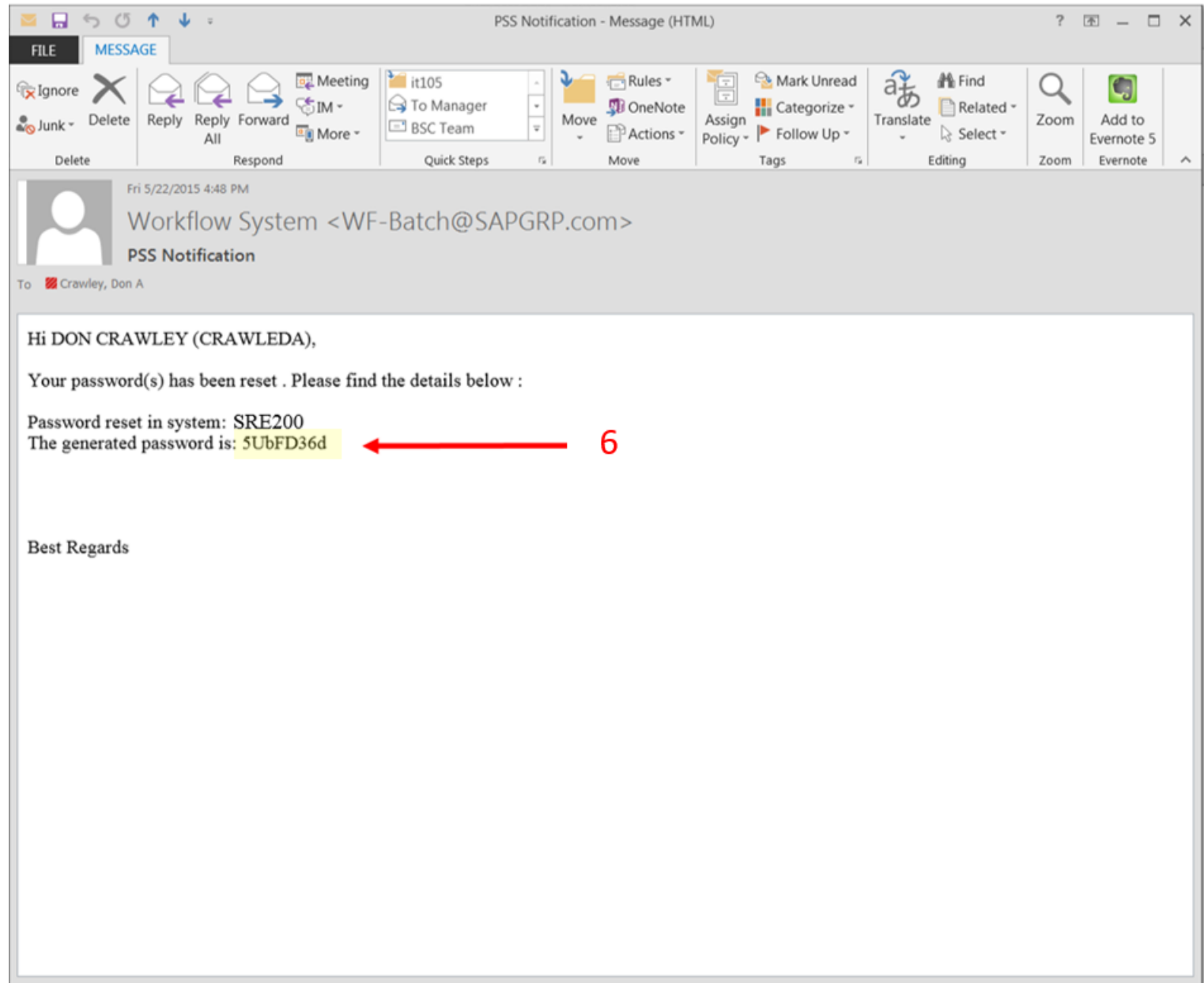
A temporary password will be sent **immediately** to the email address that is registered for you in SAP.

If you do not receive this email, please contact your HR department to determine what email is registered to you in SAP.

Open the email that has been sent to you and ***copy** your temporary password.

Direct entry of temporary password is not recommended due to chance of error.

** 'copy and paste' instructions available in Appendix A.*



STEP 7A

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

STEP 7B

Place the mouse arrow anywhere in the ‘**Password**’ field and ***paste** the password that you copied in Step 6 into this field.

Direct entry of temporary password is not recommended due to chance of error.

STEP 7C

Now, click the ‘**Log On**’ button to connect to SAP.

** ‘copy and paste’ instructions available in Appendix A.*

The screenshot shows the SAP NetWeaver login interface. At the top, the title 'SAP NetWeaver' is displayed. Below it, there are input fields for 'System:', 'Client: *', 'User: *', 'Password: *', and a 'Language:' dropdown menu. The 'System' field contains 'SRE', 'Client' contains '200', 'User' contains 'P99999999', and 'Password' is empty. The 'Language' dropdown is set to 'English'. Below these fields is an 'Accessibility' checkbox and a yellow 'Log On' button. Three red arrows point to specific elements: arrow 7A points to the 'User' field, arrow 7B points to the 'Password' field, and arrow 7C points to the 'Log On' button. Below the login fields, there are links for 'Change Password', 'Password Forgotten', and 'Click Here For Online Pay Statement in SAP Fiori'. At the bottom, there is a section for 'ECC Production: SRE Client 200' with a disclaimer about browser compatibility and the SAP logo.

SAP NetWeaver

System: SRE

Client: * 200

User: * P99999999

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 40 or above before proceeding the

SAP

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STEP 8A

You now need to change your password from the temporary one. Place the mouse arrow in the **'Current Password'** field and paste the temporary password using CTRL "V" (same process as STEP 7).

STEP 8B

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, 1 lowercase letter, and 1 number.

Re-enter the same new password in the **'Repeat Password'** field to confirm.

STEP 8C

Click **'Change'** button to complete the process.

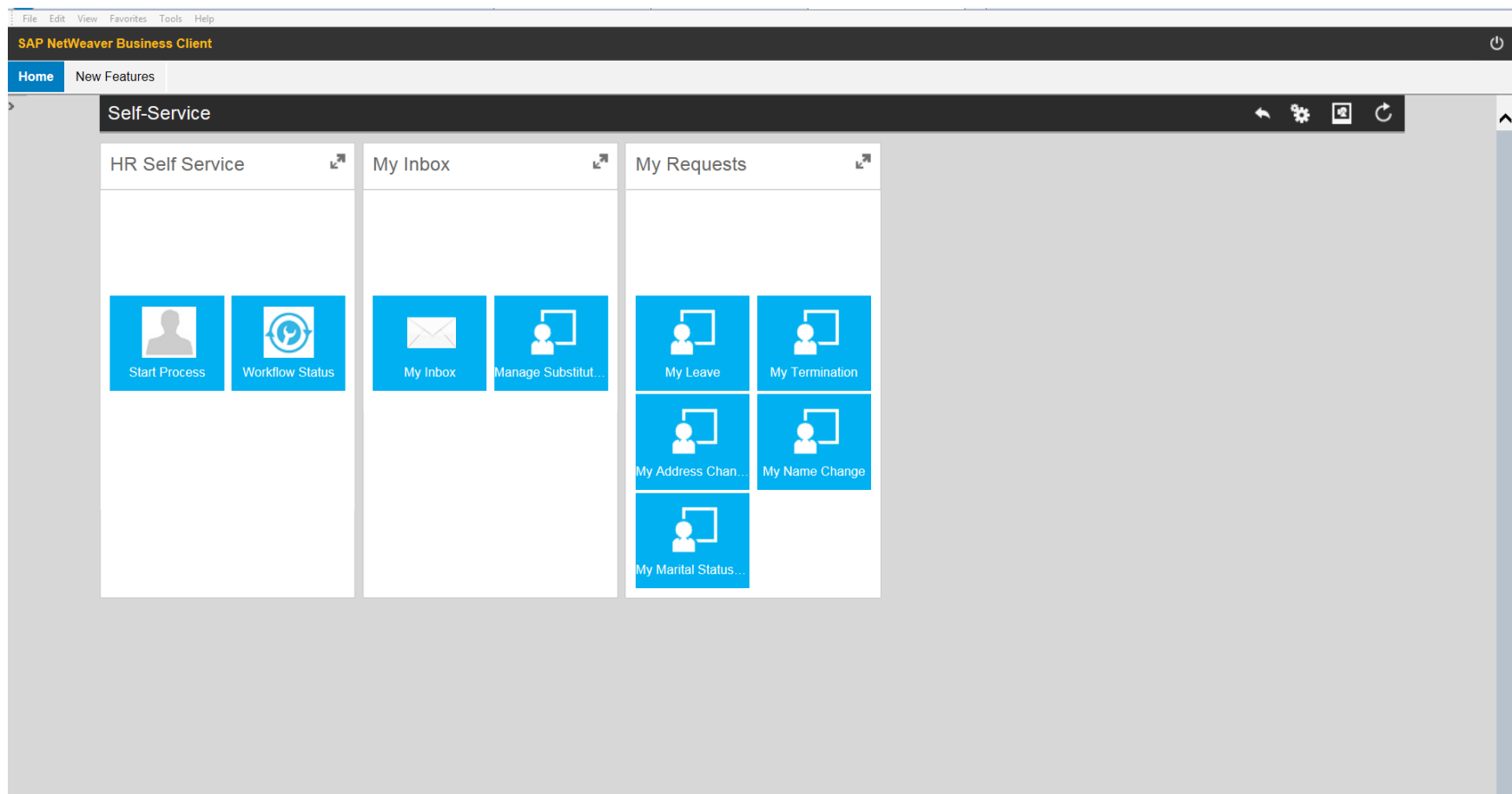
The screenshot shows the SAP NetWeaver password reset interface. At the top, the title "SAP NetWeaver" is displayed. Below it, the "User:" field contains "P99999999". The "Current Password:" field is marked with a red arrow and the label "8A". The "New Password:" field is marked with a red arrow and the label "8B". The "Repeat Password:" field is also marked with a red arrow and the label "8B". Below these fields are two buttons: "Change" (highlighted in yellow) and "Cancel". A red arrow points from the "Change" button to the label "8C". At the bottom of the form, there is a section for "ECC Production: SRE Client 200" and a disclaimer about browser compatibility. The SAP logo is in the bottom left, and the copyright notice "Copyright © 2015 SAP AG. All rights reserved." is in the bottom right.

SAP Password Self Service Guide – Reset Your Password

v1.2 July 19 2016

SUCCESS!!

Once you have successfully completed your password reset, you can log into the Employee Self Service (ESS) system, where you will be presented with the home screen as seen below. If you require additional information regarding using ESS, you can access training material at <https://sapbsc.ednet.ns.ca/ess>, or you can contact your HR Administrator for further assistance.

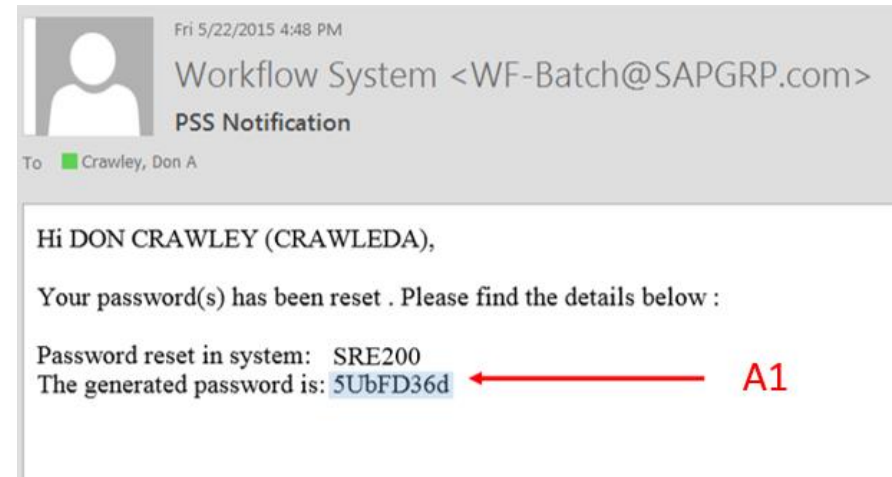


APPENDIX A

STEP A1 - COPY

Copy the temporary password by placing your mouse arrow at the first letter of the generated password, 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.

With the field highlighted, press and hold down the **'CTRL' key** (bottom left of keyboard), and while holding that key down, press and release the letter **'C' key**. Then, release the **'CTRL' key**. This will make an electronic copy of the password that you highlighted from your email. Be careful to only highlight the password and no extra characters or blank spaces.



STEP A2 - PASTE

Paste the temporary password by clicking your mouse arrow anywhere in the **Password** field, and then press and hold down the **'CTRL' key** (bottom left of keyboard), and while holding that key down, press and release the letter **'V' key**. Then, release the **'CTRL' key**. This will insert a copy of the password that you copied from your email.

