STEP 1

SAP Password Self Service Guide – **Reset Your Password**

1

Connect to the SAP Portal and click on "Password Forgotten"

Leave the User and Password fields blank.

<u>NOTE:</u>

To reset your password, you must have previously set up your security questions. If you have not done that yet, please refer to the document "SAP Password Self Service Guide – Set Up Your Security Questions".

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.

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

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STEP 2 SAP Password Self Service Guide – **Reset Your Password**

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

STEP 3   SAP Password Self Service Guide – **Reset Your Password**

1

Click on the "Password Self-Service" link.
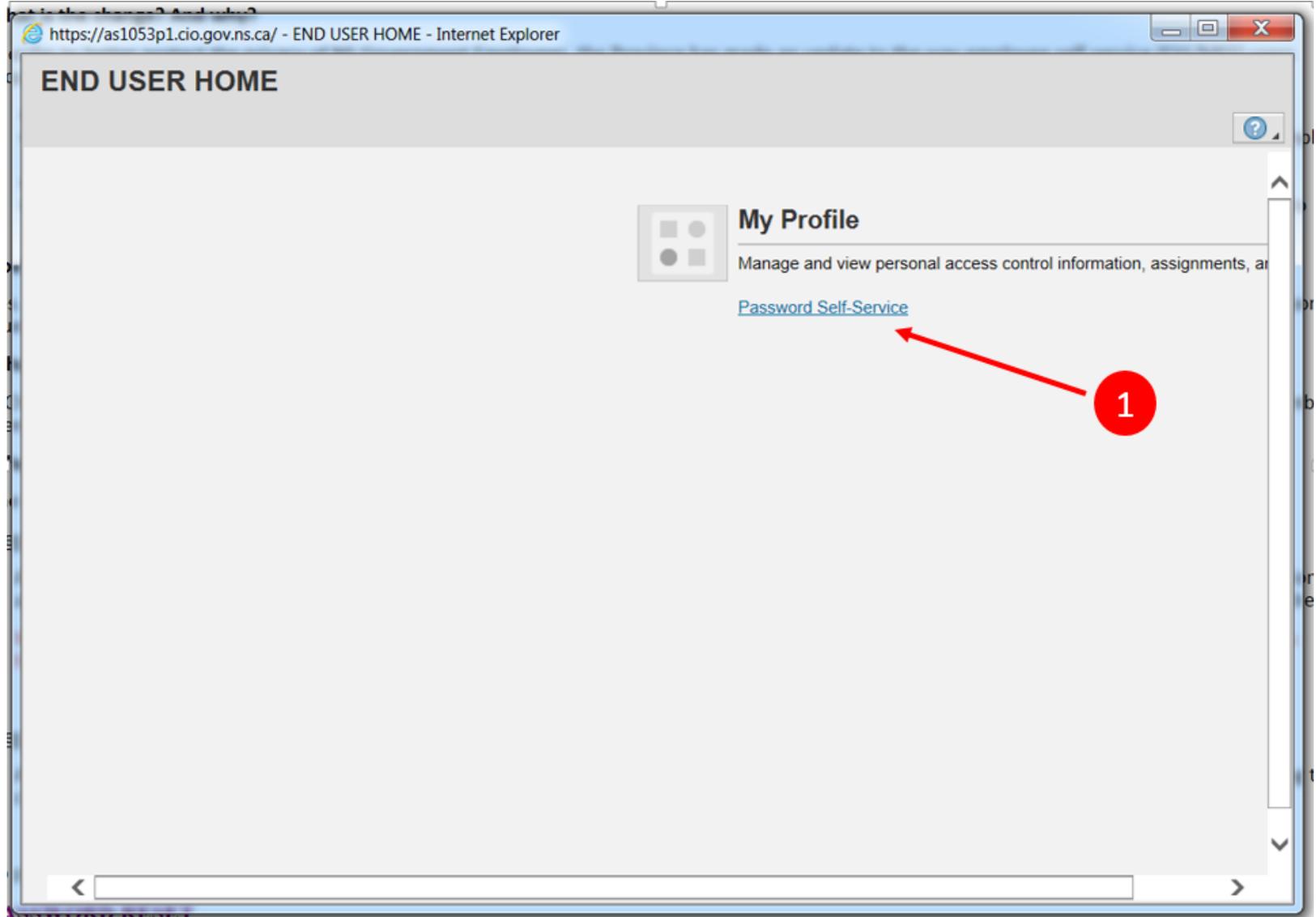
STEP 4   SAP Password Self Service Guide – **Reset Your Password**

1

You must 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   **2**

☑ Security Questions registered successfully

| 1 | 2 | 3 |

User Registration   **Answer Security Questions**   Select Systems

User CRAWLEDA(CRAWLEDA)

Answer 2 Questions
Question 01:   Answer

MY FAVORITE ACTOR   ●●●●●●

Question 02:   Answer

WHAT IS YOUR FAVORITE COLOR?   ●●●   **1**

STEP 5

SAP Password Self Service Guide – **Reset Your Password**

1

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

Click "Add".

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.

STEP 7

1

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

STEP 8   SAP Password Self Service Guide – **Reset Your Password**

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 and your password has been reset.

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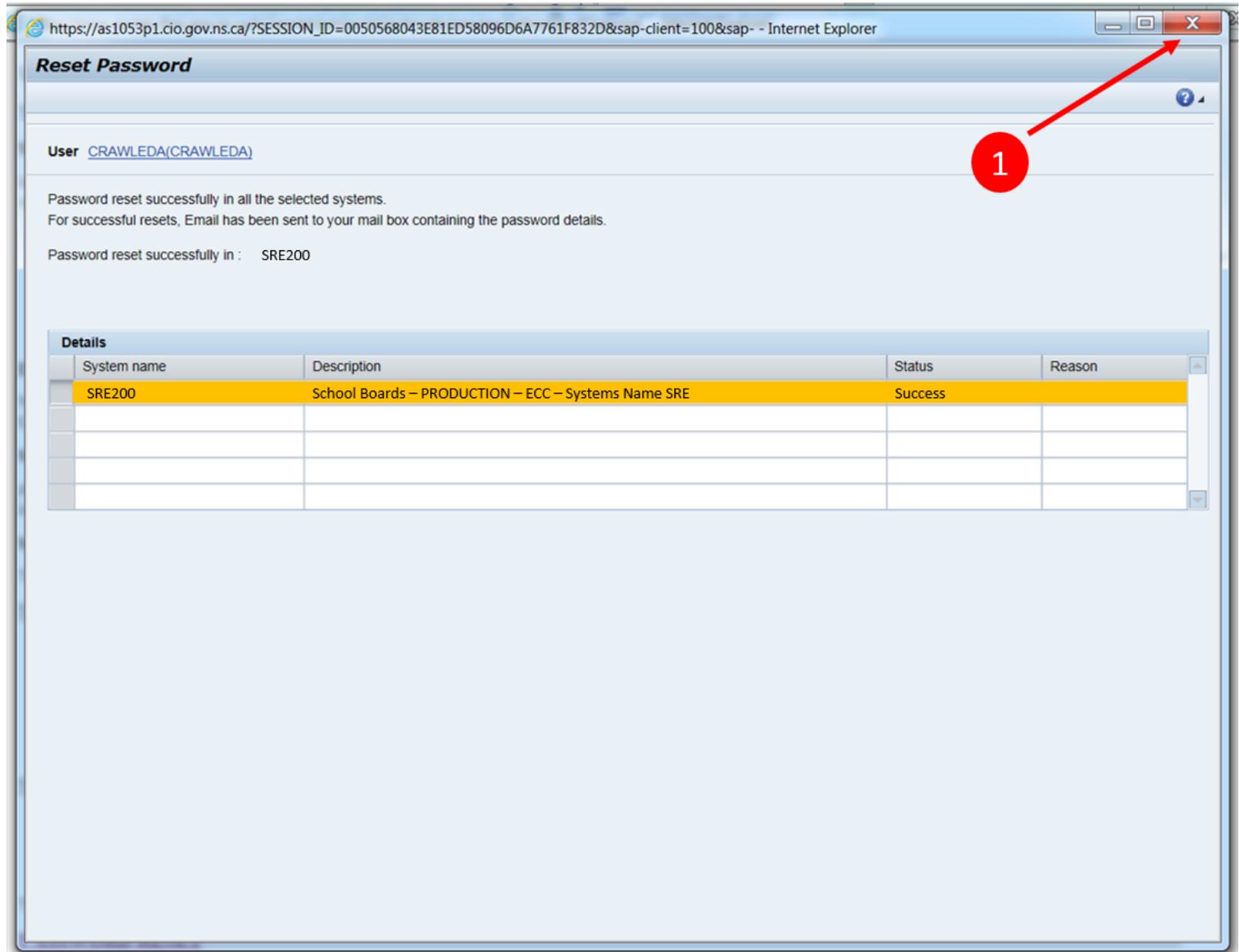
https://as1053p1.cio.gov.ns.ca/?SESSION_ID=0050568043E81ED58096D6A7761F832D&sap-client=100&sap- - Internet Explorer

Reset Password

1

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

Details

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

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.
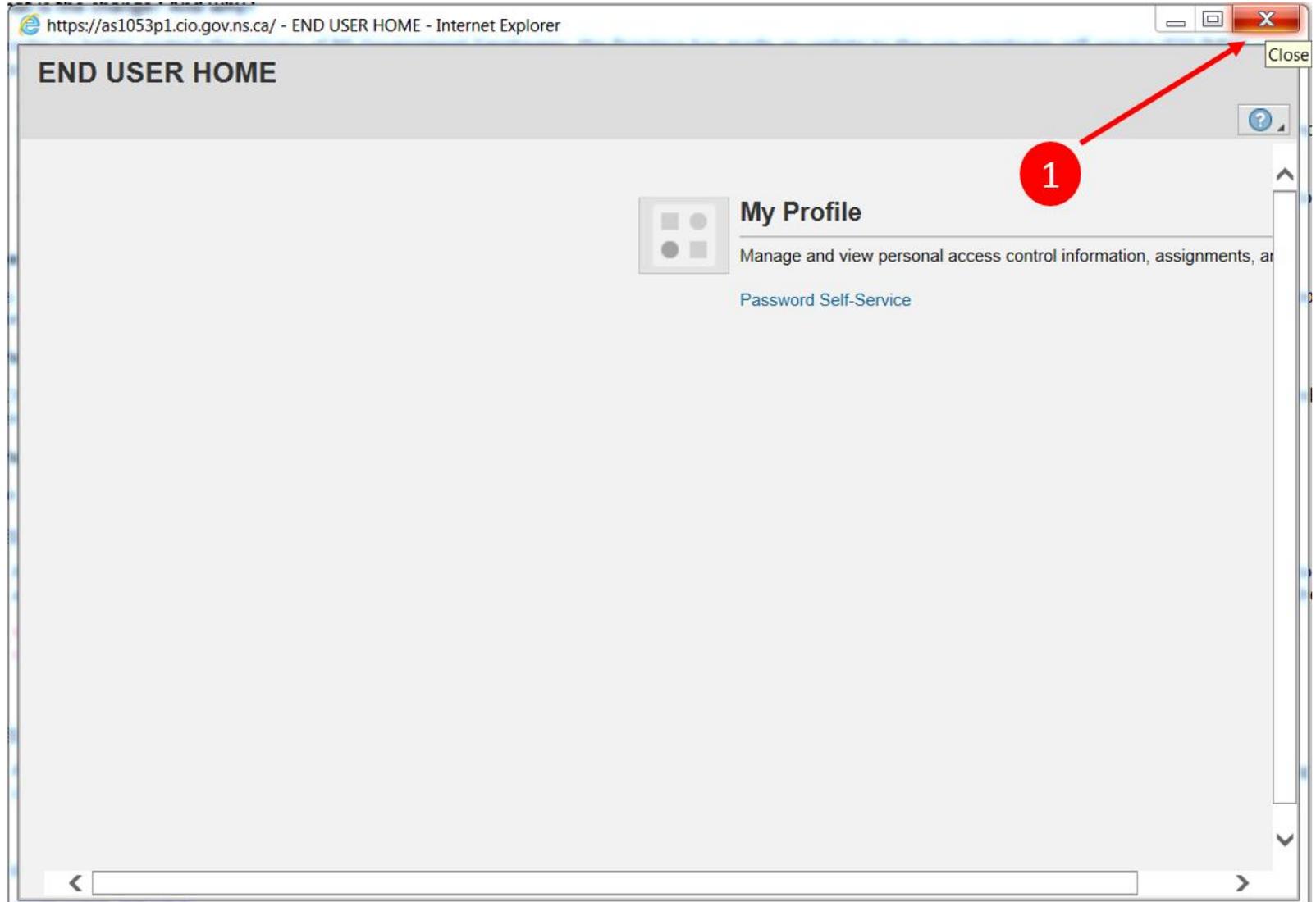
1

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.
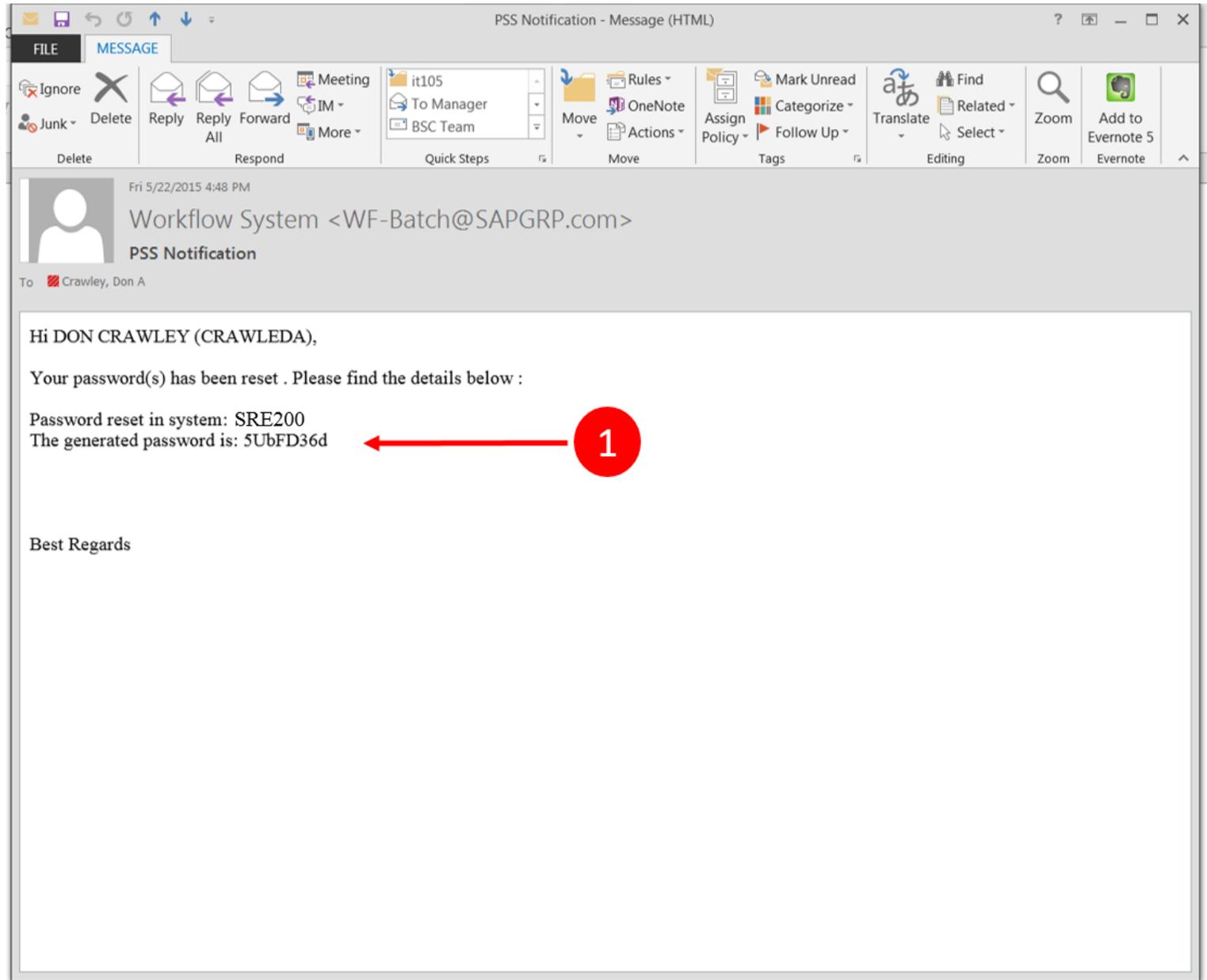
PSS Notification - Message (HTML)

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

Ignore   Delete   Reply   Reply   Forward   Meeting   Daily ticket logs   To Manager   Move   Rules   Assign   Mark   Categorize
Junk   All   IM   BSC Team   Done   OneNote   Policy   Unread
                                                      More   Reply & Delete   Create New   Actions

Delete   Respond   Quick Steps   Move   Tags

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

STEP 13   SAP Password Self Service Guide – **Reset Your Password**

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.

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.

SAP NetWeaver

User:	CRAWLEDA
Current Password: *	•••••
New Password: *	•••••
Repeat Password: *	•••••

Change   Cancel

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

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