

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.

NOTE:

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.

The screenshot shows a web browser window with the URL [https://mps.gov.ns.ca/...](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 the following fields and options:

- System: SRE
- Client: * 200
- User: *
- Password: *
- Language: English (dropdown menu)
- Accessibility
- Log On (button)

Below the form, there are two links: "Change Password" and "Password Forgotten". A red circle with the number "1" and a red arrow points to the "Password Forgotten" link. Below these links is the text "Click Here For Online Pay Statement in SAP Fiori".

At the bottom of the page, it says "ECC Production: SRE Client 200" followed by a separator line and a message: "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 in the bottom left corner, and the copyright notice "Copyright © 2015 SAP AG. All rights reserved." is in the bottom right corner.

STEP 2

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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: X

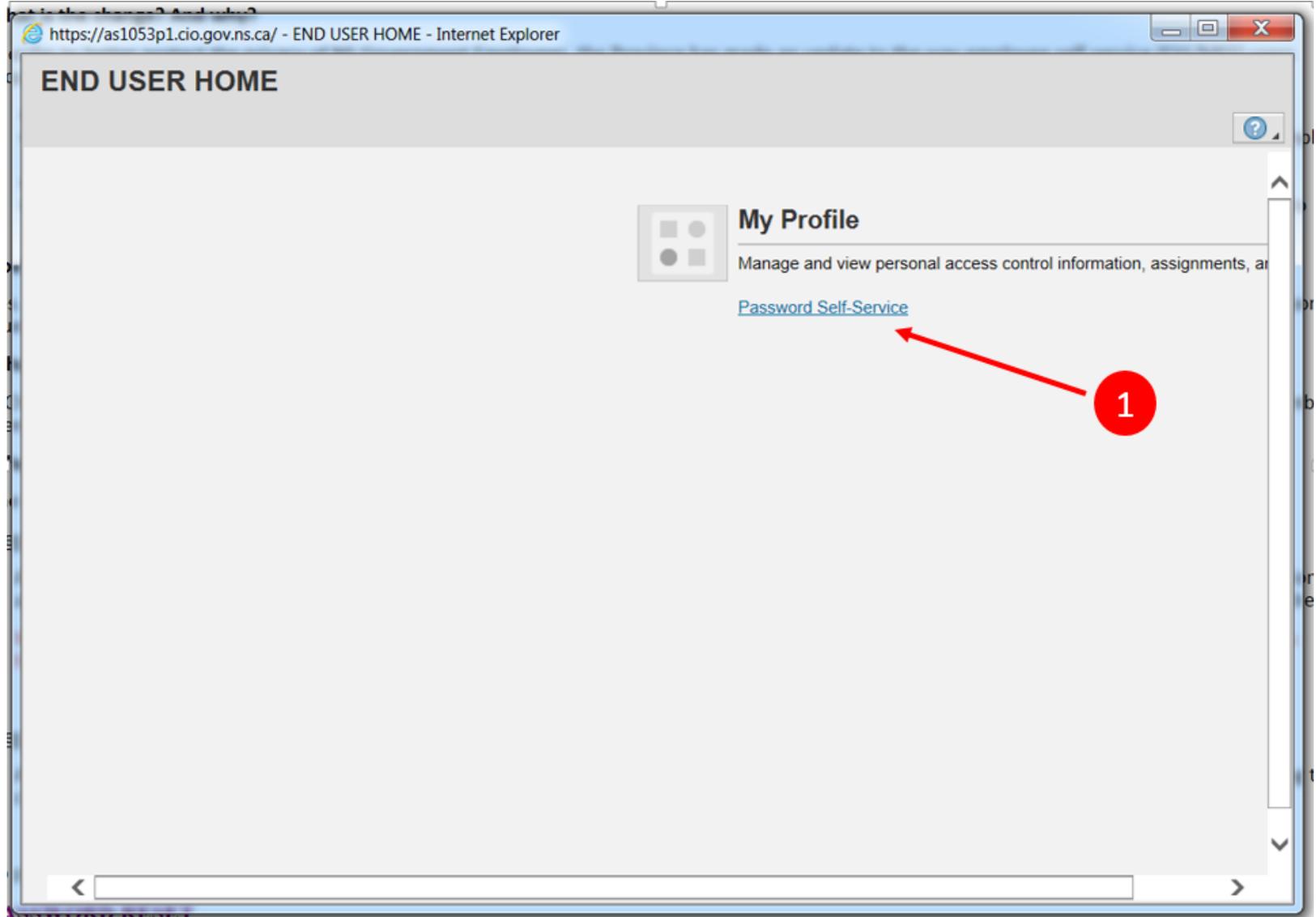
Log On

STEP 3

SAP Password Self Service Guide – Reset Your Password

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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**

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
...

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SAP Password Self Service Guide – Reset Your Password

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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	Remove
Name	

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SAP Password Self Service Guide – Reset Your Password

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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 9

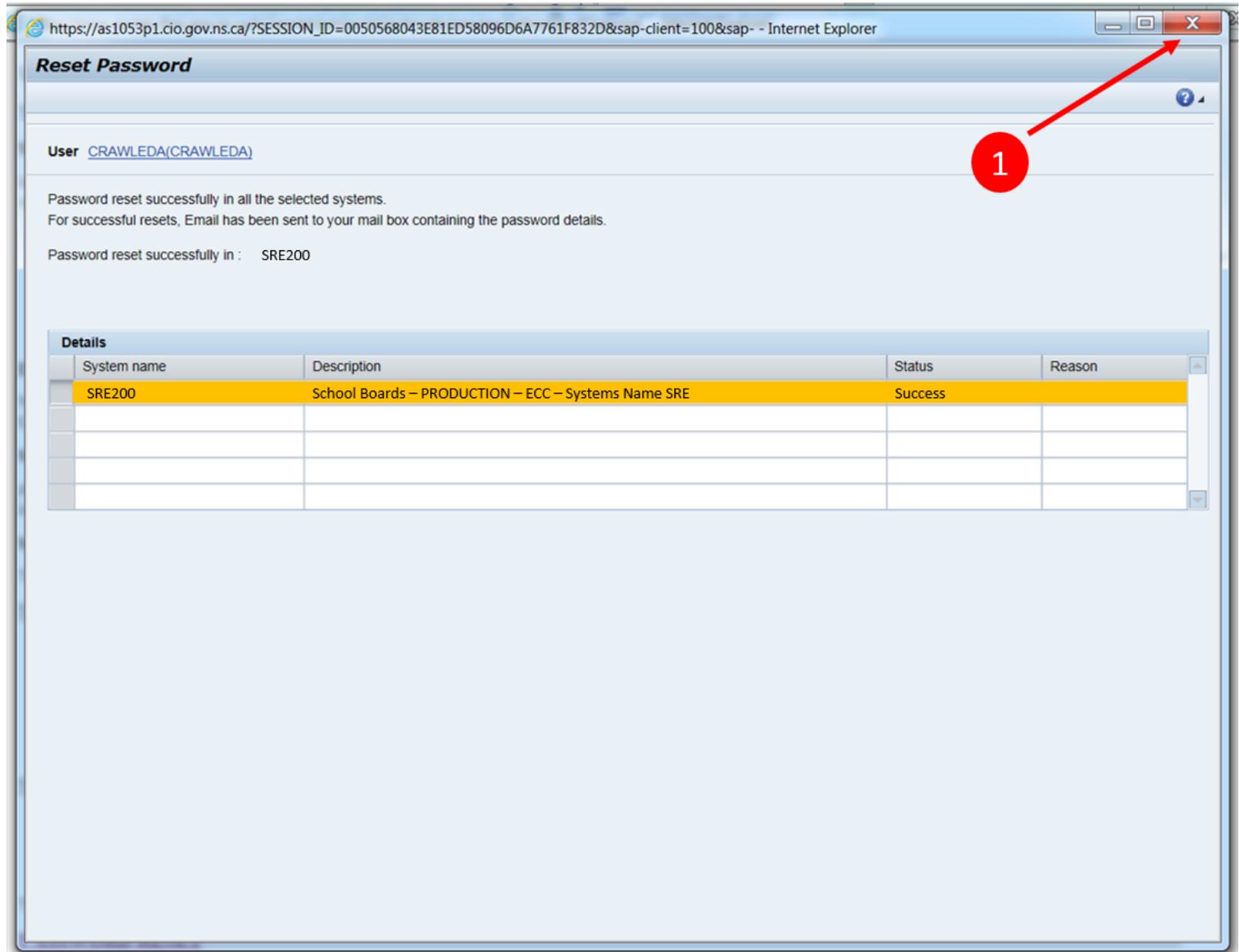
SAP Password Self Service Guide – Reset Your Password

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.



The screenshot shows a web browser window with the URL https://as1053p1.cio.gov.ns.ca/?SESSION_ID=0050568043E81ED58096D6A7761F832D&sap-client=100&sap- and the title "Internet Explorer". The page content is titled "Reset Password" and displays the following information:

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	

A red circle with the number "1" is positioned over the "X" button in the top right corner of the browser window, with a red arrow pointing to it.

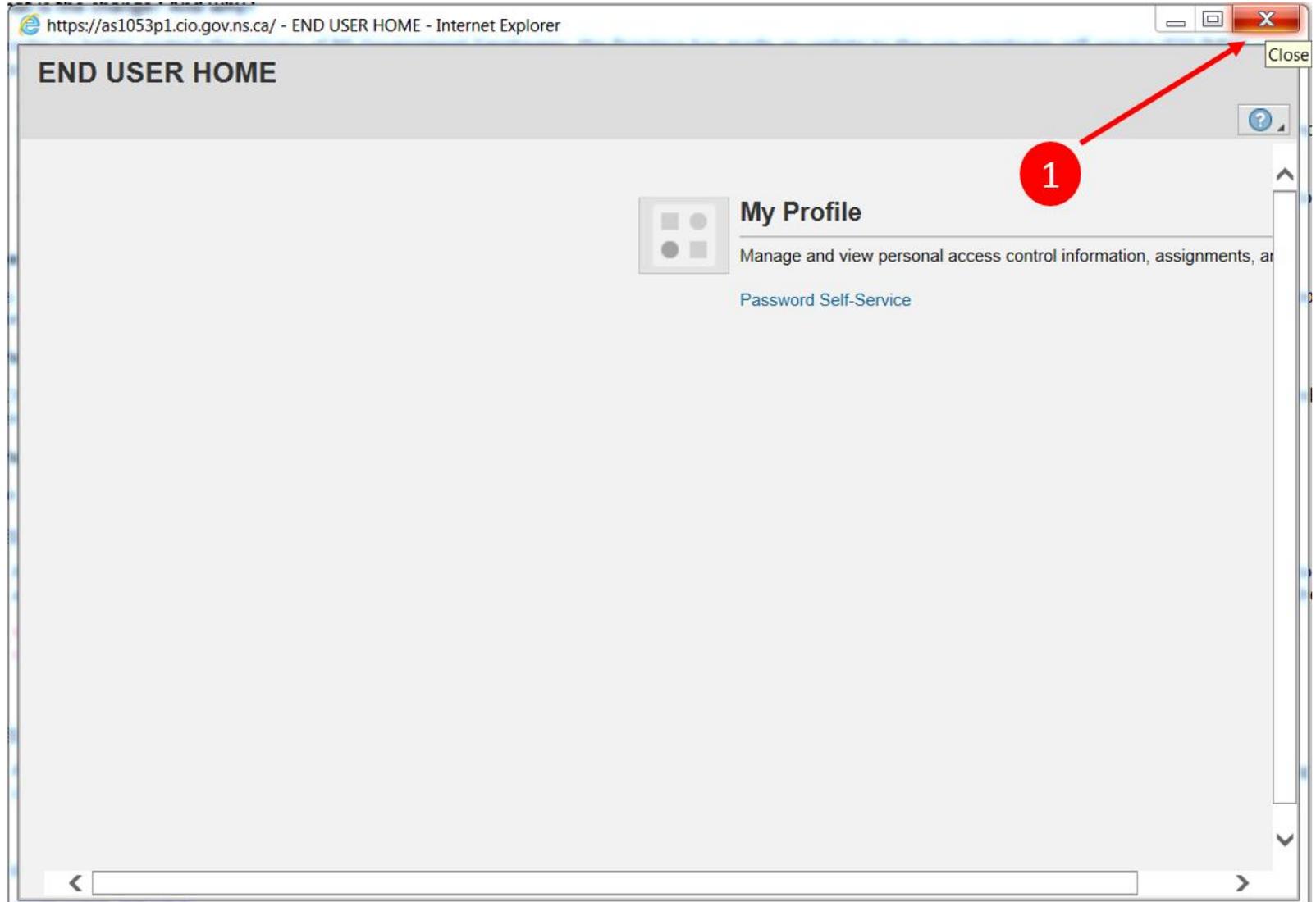
STEP 10

SAP Password Self Service Guide – Reset Your Password

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 11

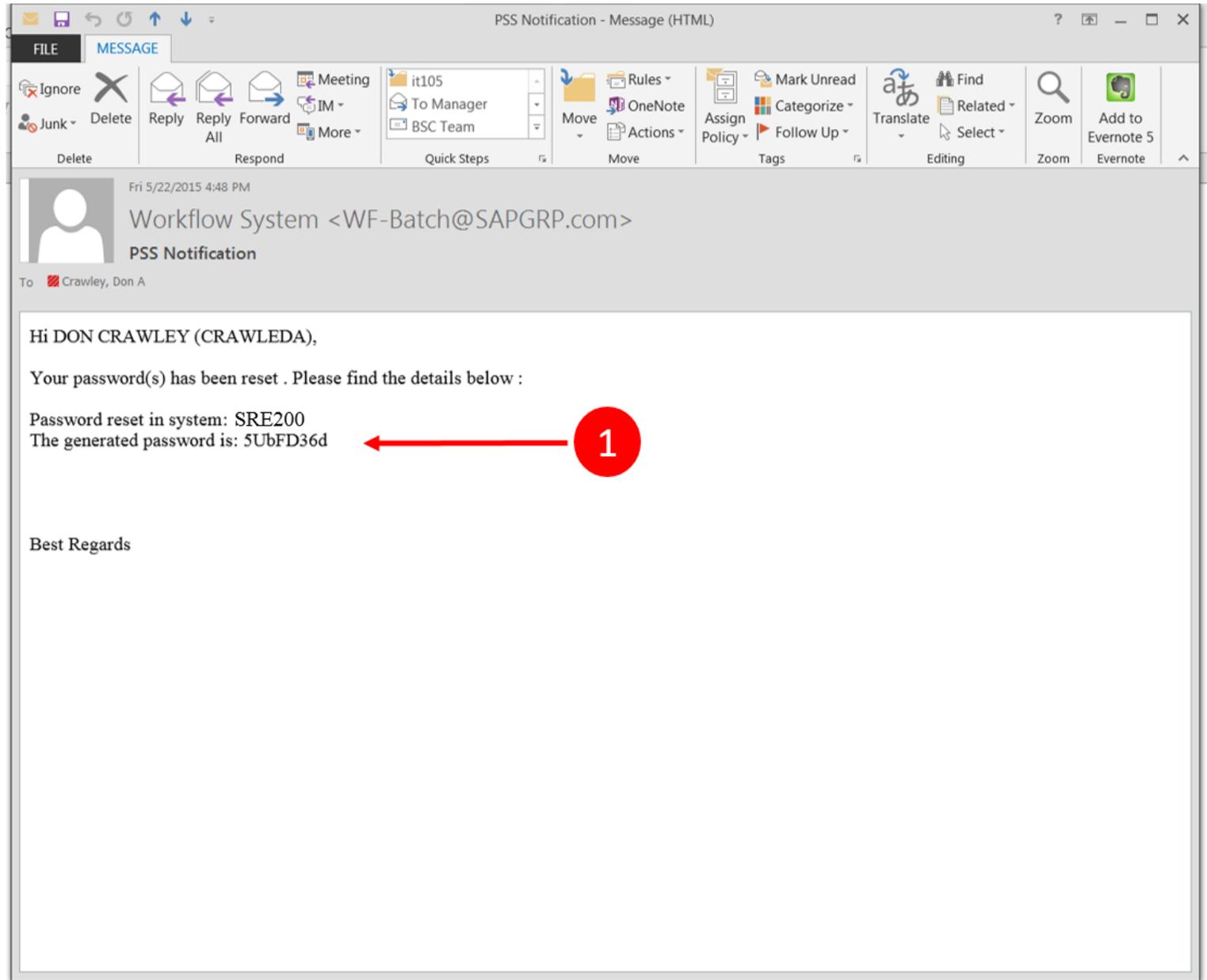
SAP Password Self Service Guide – Reset Your Password

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.



The screenshot shows an email client window titled "PSS Notification - Message (HTML)". The email is from "Workflow System <WF-Batch@SAPGRP.com>" with the subject "PSS Notification". The recipient is "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 circle with the number "1" is positioned to the right of the generated password, with a red arrow pointing from it to the password text "5UbFD36d".

STEP 12

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 – Reset Your Password

PSS Notification - Message (HTML)

FILE MESSAGE

Ignore Delete Reply Reply All Forward Meeting IM More

Daily ticket logs BSC Team Reply & Delete To Manager Done Create New

Move OneNote Actions Assign Mark Categorize Fo Policy Unread 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

Best Regards

STEP 13

SAP Password Self Service Guide – Reset Your Password

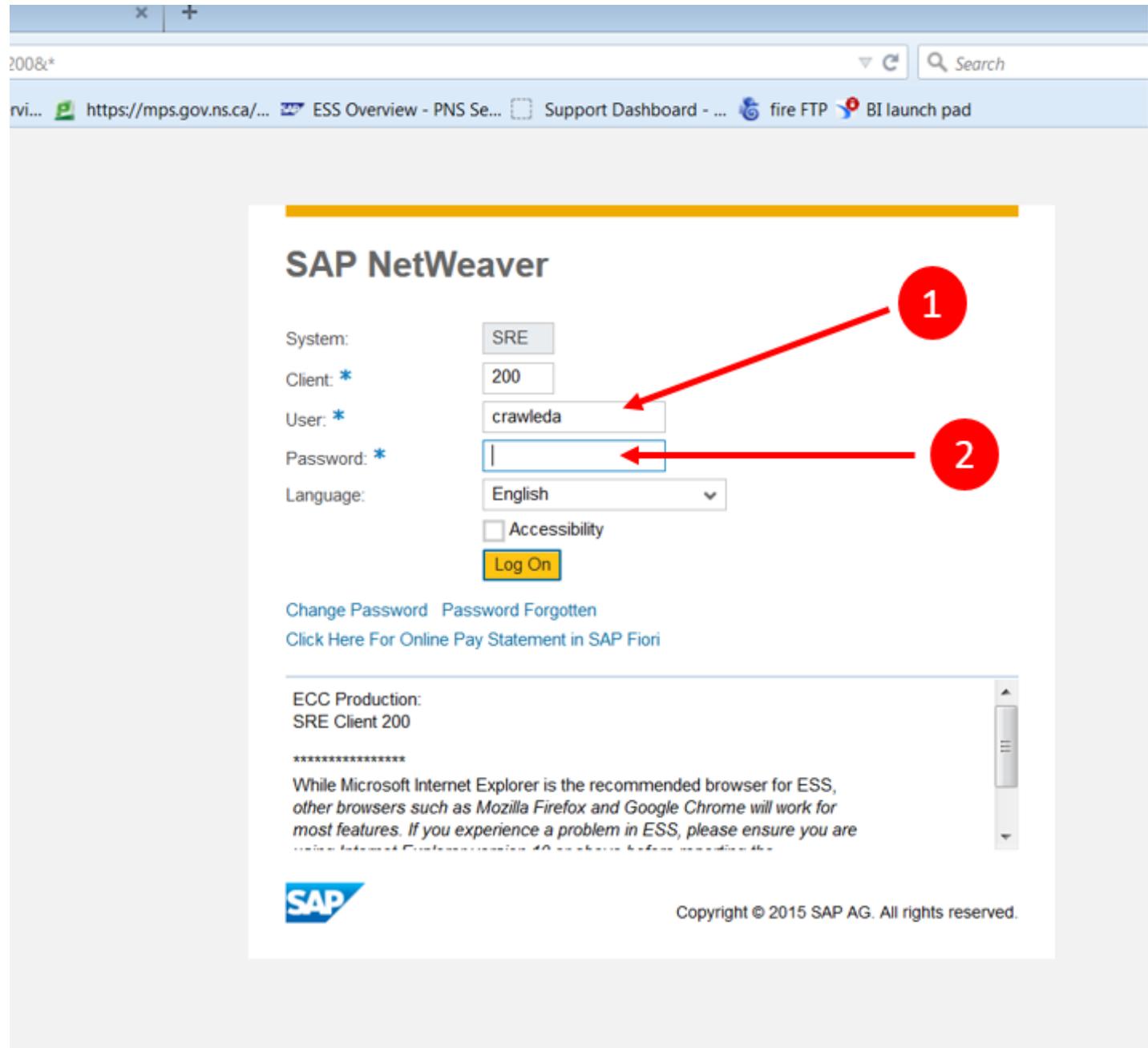
1

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.



The screenshot shows a web browser window displaying the SAP NetWeaver login page. The page title is "SAP NetWeaver". The login form includes the following fields and options:

- System: SRE
- Client: 200
- User: * crawleda
- Password: * (empty field)
- Language: English
- Accessibility:
- Log On button

Annotations on the screenshot:

- A red circle with the number "1" is positioned above the User field, with a red arrow pointing to the "crawleda" text.
- A red circle with the number "2" is positioned to the right of the Password field, with a red arrow pointing to the empty password input box.

Below the login form, there are links for "Change Password" and "Password Forgotten", and a link for "Click Here For Online Pay Statement in SAP Fiori".

At the bottom of the page, it says "ECC Production: SRE Client 200" followed by 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 reading the...". The SAP logo and "Copyright © 2015 SAP AG. All rights reserved." are also visible.

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SAP Password Self Service Guide – Reset Your Password

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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 displaying the SAP NetWeaver password reset interface. The browser's address bar shows the URL <https://mps.gov.ns.ca/...> and the page title is "ESS Overview - PNS Se...". The main content area features the "SAP NetWeaver" logo at the top. Below the logo, there are four input fields: "User:" with the value "CRAWLEDA", "Current Password: *", "New Password: *", and "Repeat Password: *". Each of these four fields has a red arrow pointing to it from a red circle containing the number 1, 2, or 3. The "Change" button is highlighted in yellow and has a red arrow pointing to it from a red circle containing the number 3. Below the input fields, there are "Change" and "Cancel" buttons. At the bottom of the form, there is a section for "ECC Production: SRE Client 200" and 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 and copyright notice "Copyright © 2015 SAP AG. All rights reserved." are at the bottom.