

# How To Reset Your EMSS Password

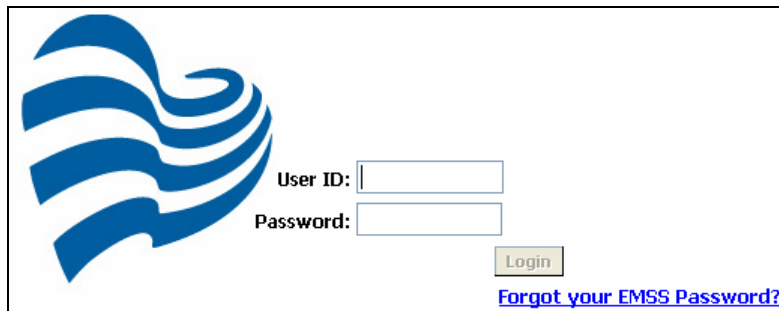
1) Navigate to the EMSS log in page:

- From the Intranet -Type **EMSS** in the search field of your intranet home page

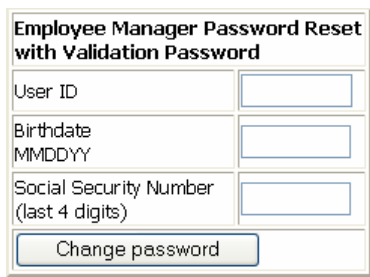


- From the Internet – Go to <http://bannerhealthemployee.com>,
  - Click on the **Self Service** link

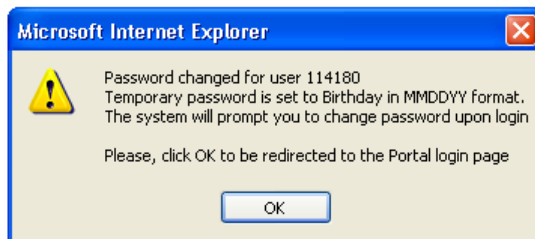
2) Click on the **Forgot your EMSS Password?** link on the EMSS log in page



3) Enter your User ID, birth date using the format MMDDYY, and the last 4 digits of your SSN, and click the **Change Password** button.

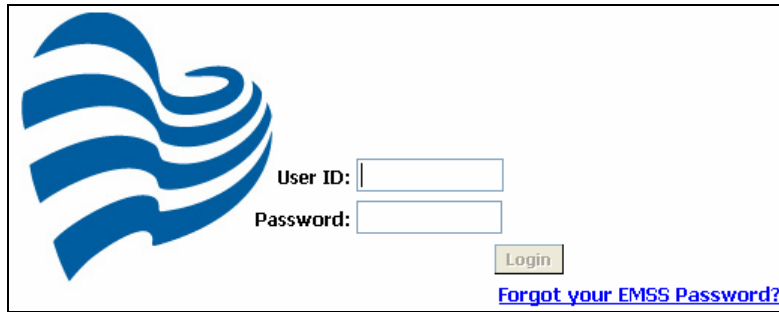
A screenshot of a web form titled 'Employee Manager Password Reset with Validation Password'. The form contains three input fields: 'User ID', 'Birthdate MMDDYY', and 'Social Security Number (last 4 digits)'. Below these fields is a button labeled 'Change password'.

4) Click **OK** to this message:



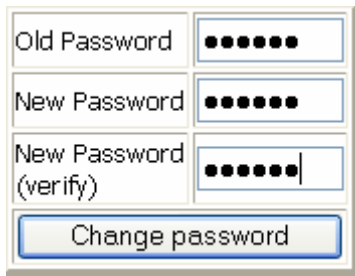
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5) The system will direct you to log back in again:



The image shows the EMSS login page. On the left is a blue logo consisting of three wavy horizontal lines. To the right of the logo are two input fields: "User ID:" and "Password:". Below the "Password:" field is a "Login" button. At the bottom right of the page is a blue link that says "Forgot your EMSS Password?".

6) Choose a new password



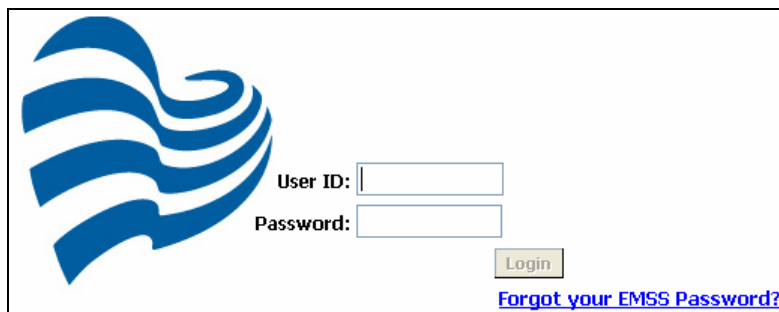
The image shows a "Change Password" form. It contains three input fields: "Old Password", "New Password", and "New Password (verify)". Each field is filled with black dots. Below the fields is a blue button labeled "Change password".

7) Complete the change password process by closing your browser, reopening a new browser, and logging in with your new password

**Password Changed! You must log in with the new password to continue.**

**If using an EMSS Kiosk, click 'Logout.'**

**Otherwise, close and restart your browser to continue.**



The image shows the EMSS login page, identical to the one in step 5. It features the blue logo, "User ID:" and "Password:" input fields, a "Login" button, and a "Forgot your EMSS Password?" link.

**Protect your personal information!** Remember to close all popup windows and collect all printed material before leaving the Kiosk.