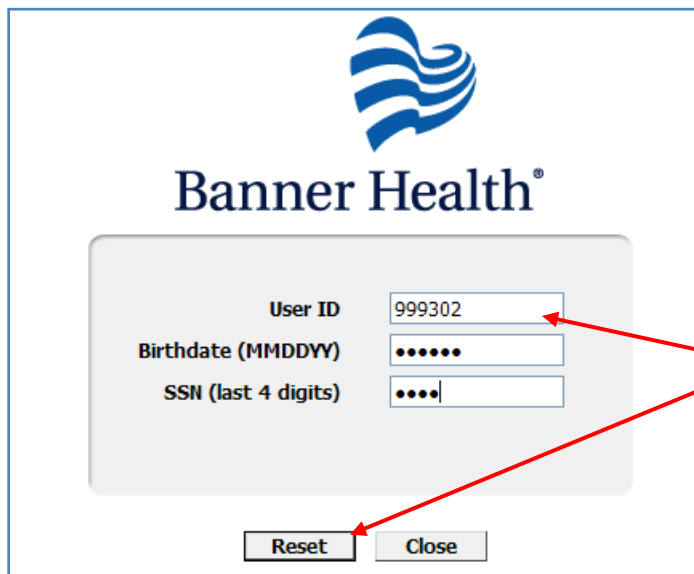


How to Change Your EMSS Password

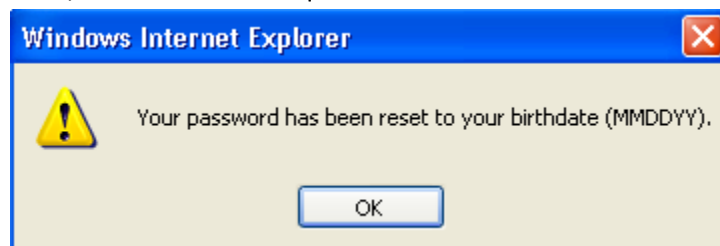
- 1) START: Click on the EMSS link on the right side of the intranet home page.



- 2) Click on the link 'Forgot your EMSS password?'



- 3) Enter the info requested and click Reset button.




- 4) Click **OK** and return to the login in screen.
- 5) Log in using you employee ID and you DOB in the format **mmddyy**
- 6) EMSS requires you to change your password to something unique, click OK.

How to Change Your EMSS Password



- 7) Enter your old password (DOB) in the Current Password field, and enter the new password you choose in the New and Verify password fields:

A screenshot of the Banner Health login page. At the top is the Banner Health logo, which consists of a blue stylized wave icon above the text "Banner Health®". Below the logo is a light gray rectangular form containing the following fields: "User ID" with the value "114180", "Current password" with a field of six dots, "New password" with a field of eight dots, and "Verify password" with a field of eight dots. At the bottom of the form are two buttons: "Change" and "Logout".

- 8) You will receive this confirmation message:



- 9) Next time you log into EMSS, use the new password you have chosen.
10) If you receive an error message when changing your password, please contact your HR department.