

The Information in this document will help you change your password the first time you log in, as well as, change your password as needed to keep it up-to-date and secure.

You'll learn about:

- Your ESS User ID and Password
- First Time Login
- Changing your Password
- New Password Guidelines

Your ESS user ID and Password

- Your User Name is your Human Resources Employee ID located at the top of your paystub.
- Your password includes the characters 'Ana-' followed by your birthday (MMDDYY) and the last four digits of your Social Security Number (SSN).
- Your User Name and Password are case sensitive.
- For Example:

Employee Information

Employee ID = HR9999
Birthday = February 3, 1967
SSN = 555-55-5555

ESS User ID and Password

ESS User ID = HR9999
ESS Password = Ana-0203675555

- For security reasons, the system will prompt you to change your password the first time you log in. Please see the **Change your Password** guide at myinfo.anaheim.net for password change instructions.

Please note: User IDs and Passwords are case sensitive.

First Time Login

After successfully logging in using your User ID and initial Password provided, you will see the '**Your password has expired**' message.



The screenshot shows a web form titled "User Login". It contains four input fields: "User Name" (with the value "HR2121"), "Old Password", "New Password", and "Confirm Password". Below the fields are two buttons: "Login" and "Reset". A red error message, "Your password has expired.", is displayed below the buttons. At the bottom of the form, there is a footer that reads "Press CTRL+D to bookmark CGI ADVANTAGE ESS".

Populate the fields as follows:

- **Old Password:** Enter your current password.
- **New Password:** Enter your new password.
(See **Guidelines for Creating a New Password** section below).
- **Confirm New Password:** Re-enter your new password. The information in this field must be exactly like the information in the **New Password** field or you will get an error message.

Click on the **Login** button to Login

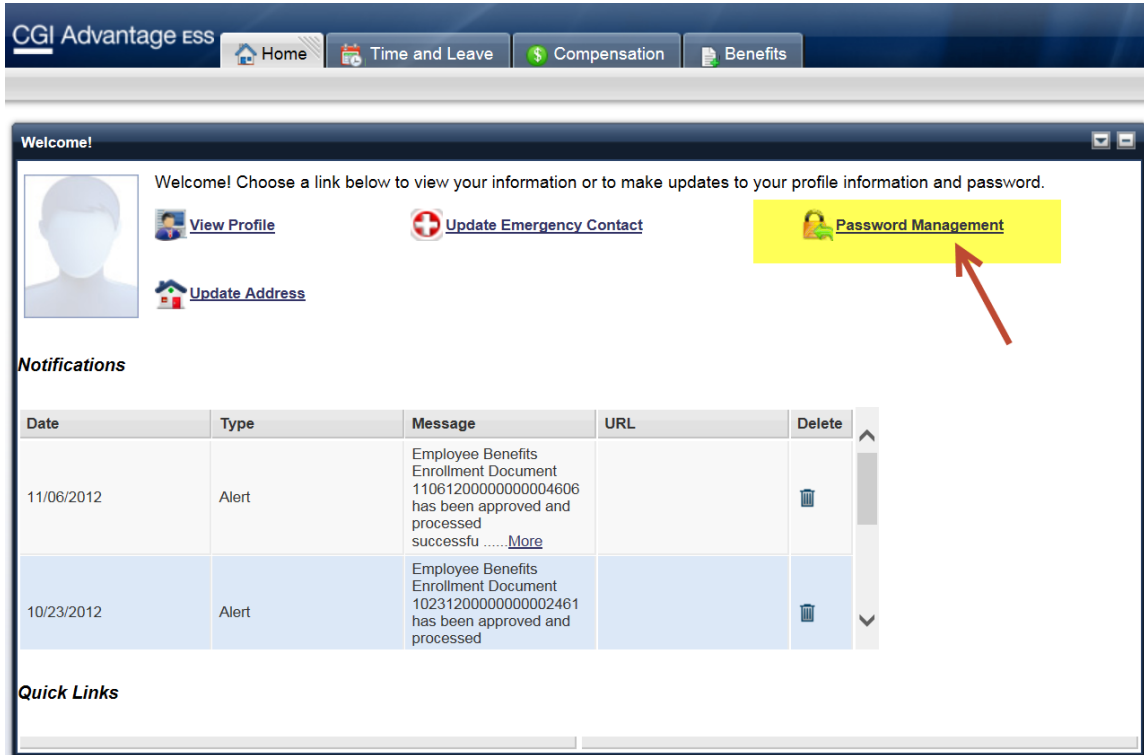
Or

Click on the **Reset** button to clear the fields and begin again

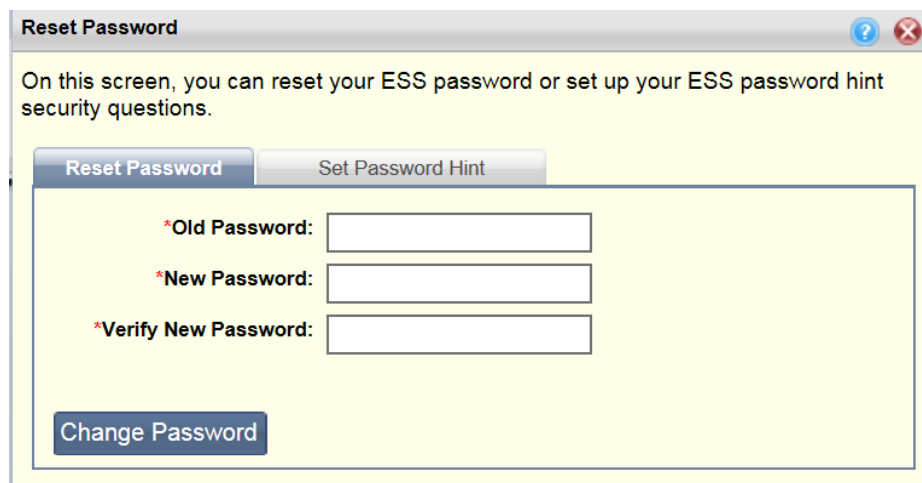
If your new password has been accepted, you will be logged into ESS after clicking the **Login** button.

Change your Password

After successful login, you'll see the Home Page. From the Home Page, click on the **Password Management** link.



The **Reset Password** page is displayed.




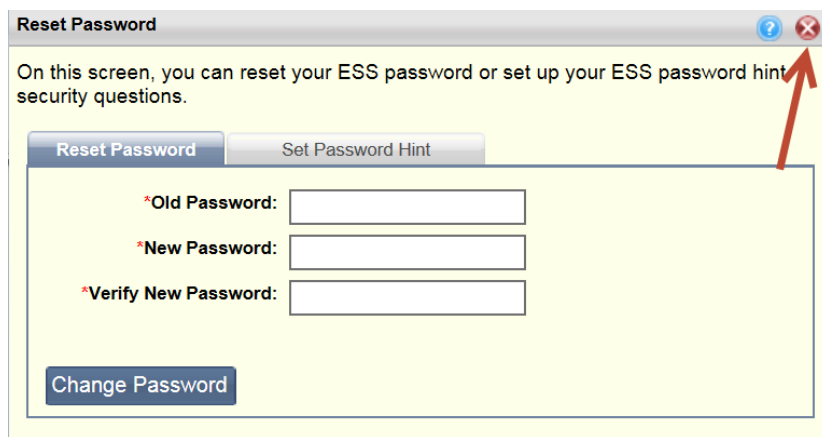
Populate the fields as follows:

- **Old Password:** Enter your current password.
- **New Password:** Enter your new password.
(See **Guidelines for Creating a New Password** section below).
- **Verify New Password:** Re-enter your new password. The information in this field must be exactly like the information in the **New Password** field or you will get an error message.

Click on the **Change Password** button to make changes

Or

Click on the  button to clear the fields and begin again or exit



Reset Password

On this screen, you can reset your ESS password or set up your ESS password hint security questions.

Reset Password Set Password Hint

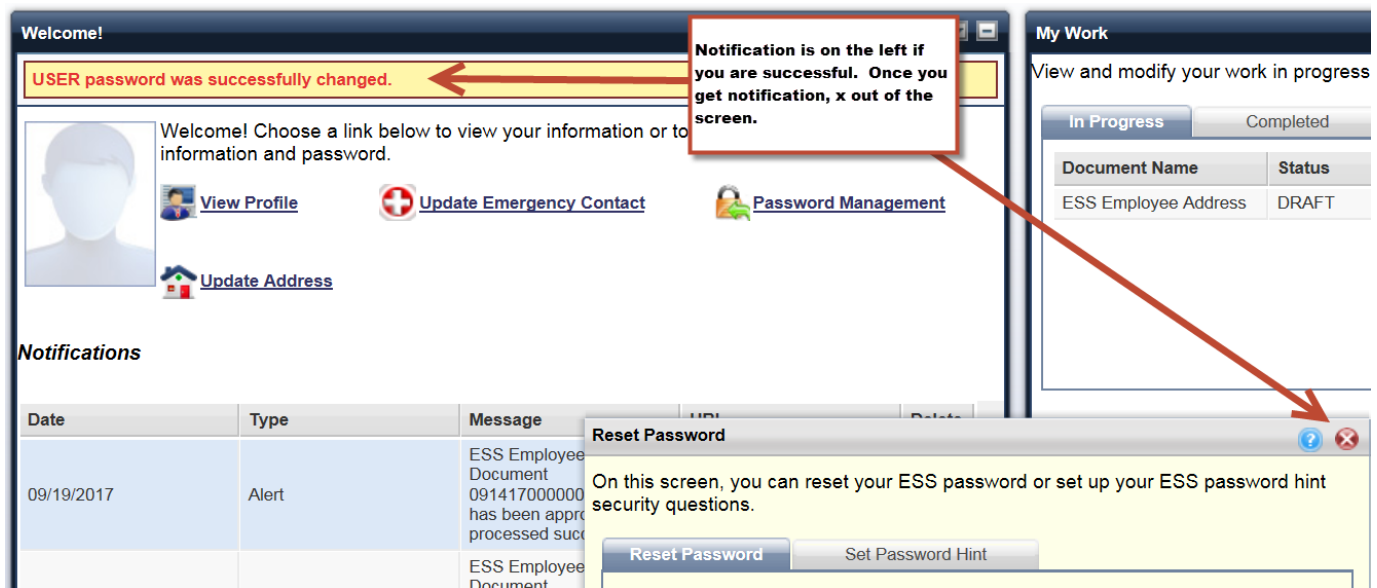
*Old Password:

*New Password:

*Verify New Password:

Change Password

If your new password has been accepted, you will see a 'Success' message.



Welcome!

USER password was successfully changed.

Welcome! Choose a link below to view your information or to update your information and password.

[View Profile](#) [Update Emergency Contact](#) [Password Management](#) [Update Address](#)

Notifications

Date	Type	Message
09/19/2017	Alert	ESS Employee Document 091417000000 has been approved and processed successfully.
		ESS Employee Document

Reset Password

On this screen, you can reset your ESS password or set up your ESS password hint security questions.

Reset Password Set Password Hint

My Work

View and modify your work in progress

In Progress Completed

Document Name	Status
ESS Employee Address	DRAFT

You can also set password hints by clicking on the **Set Password Hint** tab. Once you are done, click on the Submit tab.

Reset Password

On this screen, you can reset your ESS password or set up your ESS password hint security questions.

Reset Password **Set Password Hint** ←

*Security Question 1: What was your dream job as a child? [dropdown]

*Answer: [input]


*Security Question 2: What is the name of a college you applied to but didn't attend? [dropdown]


*Answer: [input]

*Security Question 3: What is your favorite sports star? [dropdown]

*Answer: [input]

Submit

When you click Submit, you will get a confirmation your Security Questions were saved successfully. Click the  button to close the window.

Messages	
Severity	Message
	Security Questions saved successfully

New Password Guidelines

1. Your password must be at least eight (8) characters long.
2. Your password cannot be any of your previous passwords.
3. Passwords should never be a word found in a dictionary.
4. Your password must contain at least one character from each of the following four classes:

Description	Examples
1. English Upper Case Letters	A, B, C, ... Z
2. English Lower Case Letters	a, b, c, ... z
3. Westernized Arabic Numerals	0, 1, 2, ... 9
4. Non-alphanumeric ("special characters")	For example, punctuation, symbols. ({ } [] , . < > ; : " ' ? / \ ` ~ ! @ # \$ % ^ & * () _ - + =)

The following are provided as examples only and should not be used; create your own password unique and memorable to yourself. Substituting numeric or special characters adds to the complexity of the password making it much more difficult to crack.

Creating a "pass phrase" is one way that helps to memorize a complex password.

Pass Phrase: *The Quick Brown Fox Jumped Over the Lazy Dog*
 Password: Tqbf^0t1D

1. Use lines from a childhood verse:

Verse Line: *Yankee Doodle went to town*
 Password: Ydw2#twn

2. Using license plate in a car.

License Plate: 2PTW880
 Password: T0p+W880

3. Passwords should never be a word found in a dictionary. Instead, use two or more words joined together. Or, use a combination of words and numbers.

For example, instead of "dog and cat", use d0g+C@t!

In this example, we have used upper and lowercase, numeric, and special characters thus creating a very secure and easy to remember password.

Examples of Valid and Invalid Passwords

Password	Status	Comments
\$Spring2004	Invalid	The password does not meet the requirements because it contains the word 'spring'
If6n3	Invalid	The password is less than 6 characters in length
02dec95	Invalid	The password does not contain an UPPER case letter
P@s\$Word	Invalid	The password does not contain a digit.
He!102uR	Valid	The password meets the minimum length of 8 characters and it contains an UPPER and lower case, numeric and special character.
\$uNieD8N	Valid	The password meets the minimum length of 8 characters and it contains an UPPER and lower case, numeric and special character.