

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 Name and Password
- First Time Login
- Changing your Password
- New Password Guidelines

Your ESS User Name 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:

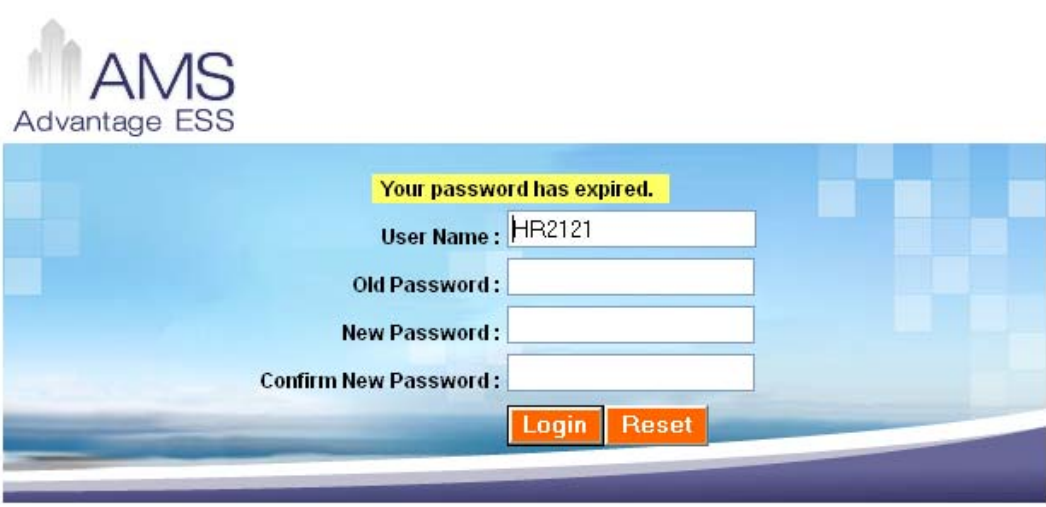
<u>Employee Information</u>	<u>ESS User Name and Password</u>
Employee ID = 999999	ESS User Name = 999999
Birthday = February 3, 1967	ESS Password = Ana-0203675555
SSN = 555-55-5555	

- 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 Names and Passwords are case sensitive.

First Time Login

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



The screenshot shows the AMS Advantage ESS login interface. At the top left is the logo for AMS Advantage ESS. A yellow banner at the top center displays the message "Your password has expired." Below this, there is a form with four input fields: "User Name:" (containing "HR2121"), "Old Password:", "New Password:", and "Confirm New Password:". At the bottom of the form are two orange buttons labeled "Login" and "Reset".

Populate the fields as follows:

- **Old Password:** Enter your current password.
- **New Password:** Enter your new password.
(See ***New Password Guidelines*** 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

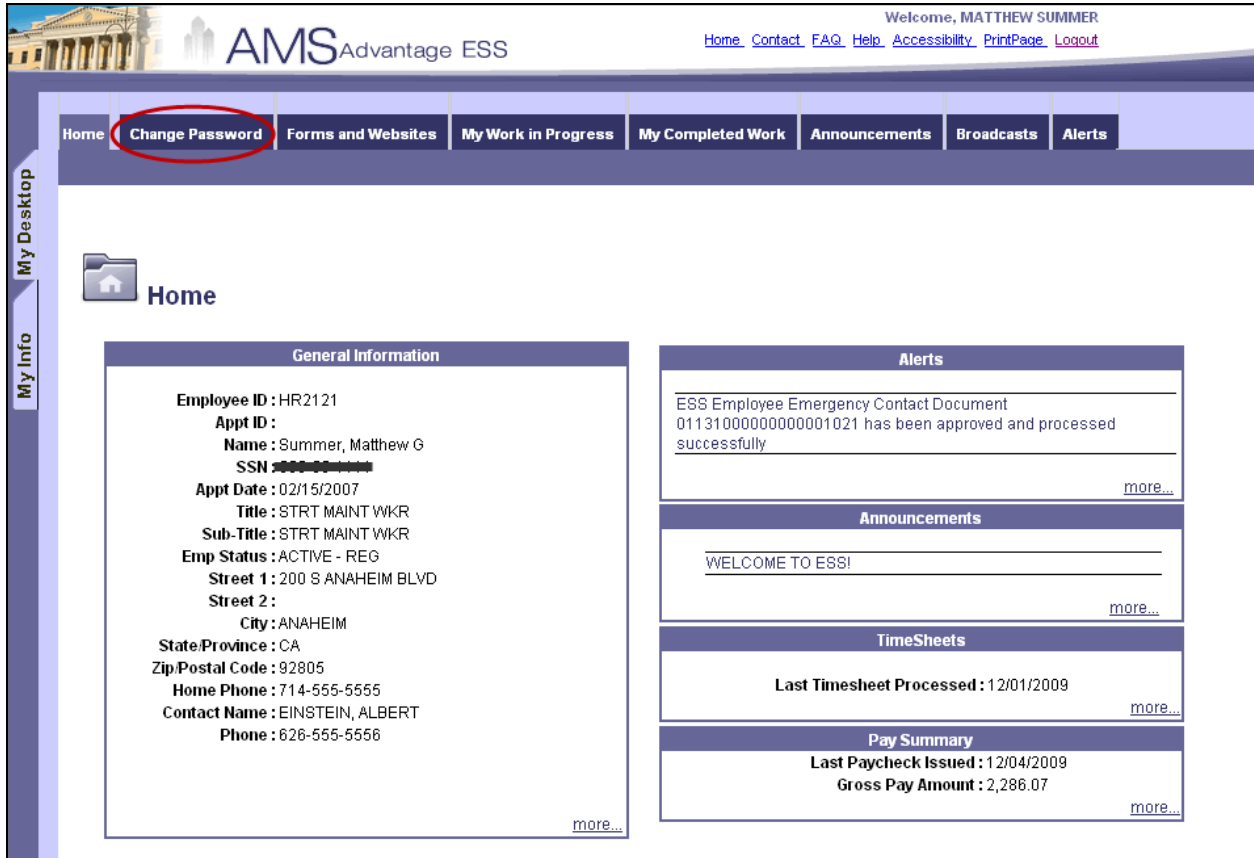
Or

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 **Change your Password** tab.



The Change password page is displayed.

Welcome, MATTHEW SUMMER
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My Desktop

My Info

Change Password

▼ User Password

Old Password:

New Password:

Verify New Password:

Cancel

Change User Password

Populate the fields as follows:

- **Old Password:** Enter your current password.
- **New Password:** Enter your new password.
(See **New Password Guidelines** 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 User Password** button to Login

Or

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

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

Welcome, MATTHEW SUMMER
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View All (1 of 1): User password was successfully changed.

Change Password

▼ *User Password*

Old Password:

New Password:

Verify New Password:

Cancel

Change User Password

Please Note: To leave this page and do something different, you must click on another tab.

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")	@, ., -, \$, #, %

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#tw

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	Invalid	The password meets the minimum length of 8 characters and it contains an UPPER and lower case, but it does not contain one of the allowed 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.