

SCEIS Password Management

Quick Reference Guide: *My Questions and Answers Profile*



Enter your SCEIS User ID **1**

1
Go to <https://sceispasswordreset.sc.gov/PMUser/> and enter your SCEIS User ID. Click "OK" to log in.

My Questions and Answers Profile **2**
Configure your personal Questions and Answers profile that will allow you to reset your forgotten password and unlock your account in the future.

2
Select "My Questions and Answers Profile."

My Questions and Answers Profile (Ford, A)

Enter your SCEIS password. **3**

Password:

3
Enter your SCEIS Password and select "Next."

Select a question: **4**

Answer:

Confirm answer:

Select a question:

4
Answer and confirm four security questions of your choice to use when changing your password online. *Note: Answers must follow the policy requirements at the top of the page.*

The following question may be used by the SCEIS Help Desk to verify your identity. **5**

Question: Please enter a PIN or Passphrase to verify your identity when contacting the Helpdesk.

Answer:

Confirm answer:

5
Answer and confirm four additional security questions to verify your identity when contacting the Help Desk; then select "Next."

Questions and Answers profile was successfully updated **6**

[Go to home page](#)

Details

- Your Questions and Answers profile was successfully created.
- Notification was sent to your email.

6
You will receive a confirmation screen and email message that your Q&A profile was successfully updated.

SCEIS Password Management

Quick Reference Guide: *Forgot My Password*



Enter your SCEIS User ID **1**

1
Go to <https://sceispasswordreset.sc.gov/PMUser/> and enter your SCEIS User ID. Click "OK" to log in.

Forgot My Password **2**
Set your new password by answering a series of private questions.

2
Select "Forgot My Password."

To continue, answer the following questions. **3**

Question: What was the mascot of the first sports team you played on?
Answer:

Question: Where did you meet your spouse/significant other?
Answer:

3
Answer two security questions and select "Next."

New password:

Confirm new password:

4

4
Enter and confirm your new password; then select "Next."
Note: your password must comply with the requirements at the top of the page. You can only change your password once per day.

Your password was successfully reset **5**

[Go to home page](#)

Details

- Your password was successfully reset.
- Notification was sent to your email.

5
You will receive a confirmation screen and email message that your password was successfully changed.

SCEIS Password Management

Quick Reference Guide: *Manage My Password*



Enter your SCEIS User ID **1**

1
Go to <https://sceispasswordreset.sc.gov/PMUser/> and enter your SCEIS Username. Select "OK" to log in.

 **Manage My Passwords** **2**
If you know your current password, you can securely change all your passwords.

2
Select "Manage My Password" from the home page.
Note: If you have not yet completed your Questions and Answers profile, this option will not be visible.

Manage My Passwords (Ford, A)

Enter your SCEIS password.

Password:

3

3
Enter your SCEIS Password and select "Next."

New password:

Confirm new password:

4

4
Enter and confirm your new password, then select "Next."
Note: your password must comply with the requirements at the top of the page. You can only change your password once per day.

Your password was successfully reset **5**

[Go to home page](#)

Details

- Your password was successfully reset.
- Notification was sent to your email.

5
You will receive confirmation that your password was successfully changed.