# How to Log In

<table>
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<th>Step</th>
<th>Action</th>
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| 1.   | Enter your Net ID into the **User ID:** field.  
Example: abc09001 |
| 2.   | Enter your **Password:**  
**Password:** The initial password is set as your First name (initial caps) + EmplID + !  
Example: Allison012345!  
Upon initial sign-on, each user is required to reset the password. **Recommendation:** Reset password to match your NetID password for ease of use. |
| 3.   | Click the **Sign In** button.  
| 4.   | You have successfully logged into the system.  
Click the **Self Service** link to continue.  
| 5.   | If you are unable to login, click the Forgotten Password link. Review the Forgot My Password help document for more information.  
**End of Procedure.** |