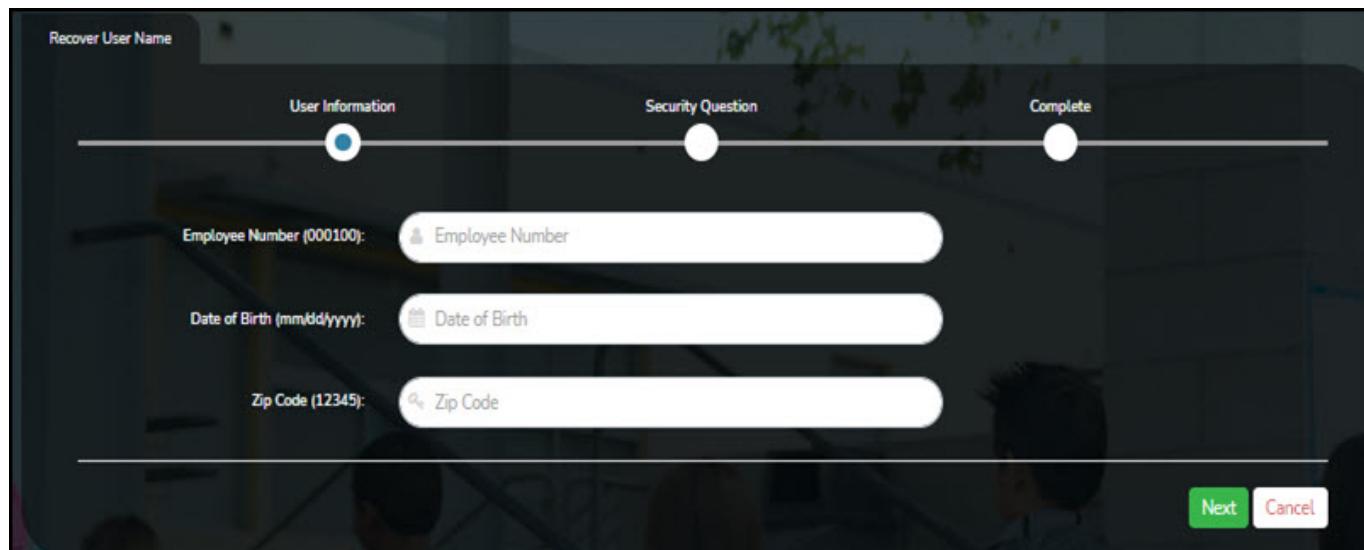




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From the EmployeePortal Login page, click **Forgot User Name**. The Recover User Name page is displayed.

User Information



Employee Number (000100):

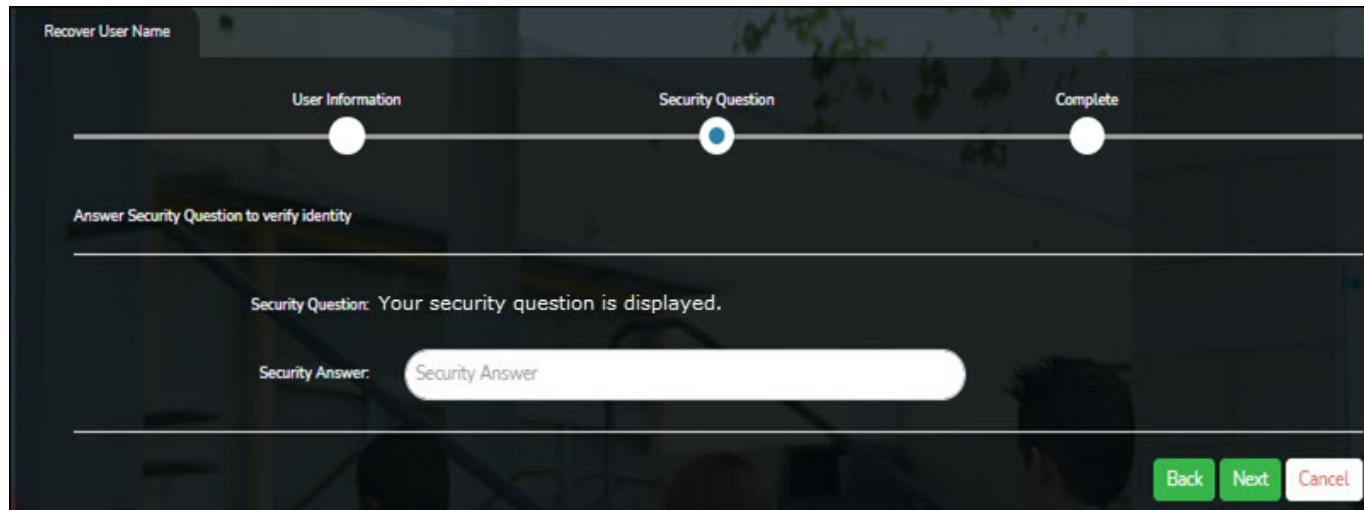
Date of Birth (mm/dd/yyyy):

Zip Code (12345):

Next Cancel

Employee Number or Social Security Number	Depending on your LEA's settings, you are prompted for either your employee number or your nine-digit social security number.
Date of Birth	Type your birth date in the MMDDYYYY format.
Zip Code	Type your five-digit zip code.

Security Question



Answer Security Question to verify identity

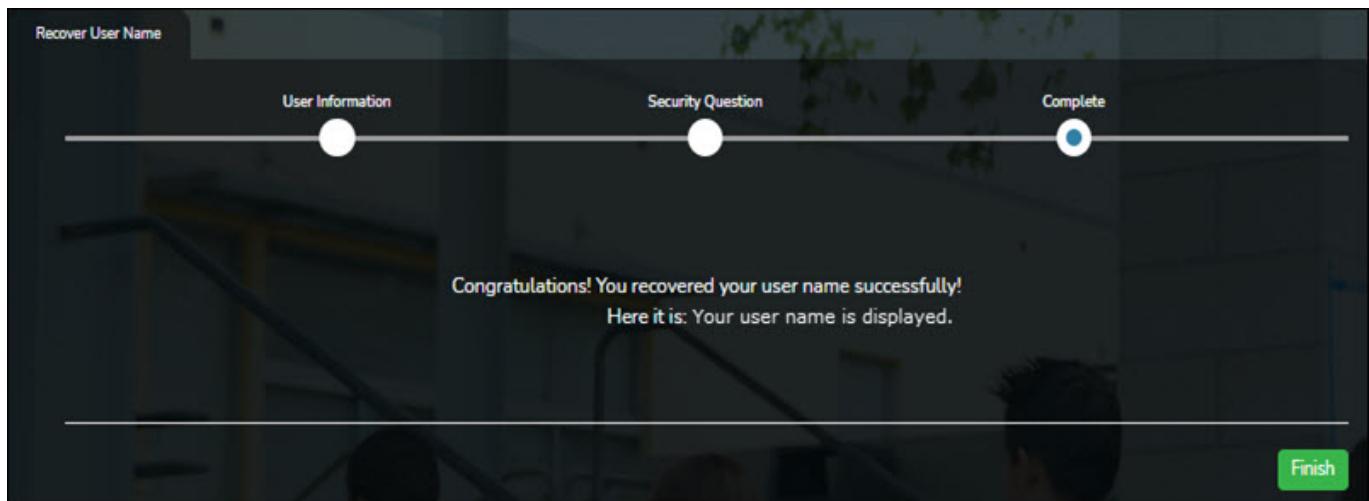
Security Question: Your security question is displayed.

Security Answer:

Back Next Cancel

Security Question	Type a question you will be asked in the event that you forget your password at a later date.
Security Answer	Type the answer to the security question. This is case-sensitive.

Click **Next**.



- Click **Finish**. You are redirected to the EmployeePortal Login page.



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