

To: EOPSS e-Learning Users

Re: Password Reset or Forgotten Username

Date: Jan. 06, 2016

Follow the link <http://eopsslearning.com/>

Username = **State Employee ID number** (the one appearing on your paystub – state employees)
or Drivers License Number (Municipal employees)

Password = Your current password OR **changeme** (will be required to change upon first login)

You **MUST** know either your Username or your Password to use this reset function.

Forget your password (or Username)? Follow these steps:

1. Click the **(Log in)** Link on the upper Right Hand corner of the screen. (see Fig 1 below)
2. Click the **Forgotten your username or password?** This is a Link (Fig 2)

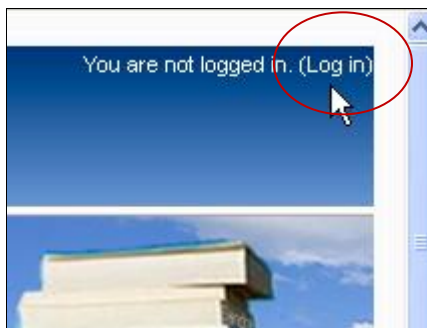


Fig 1.

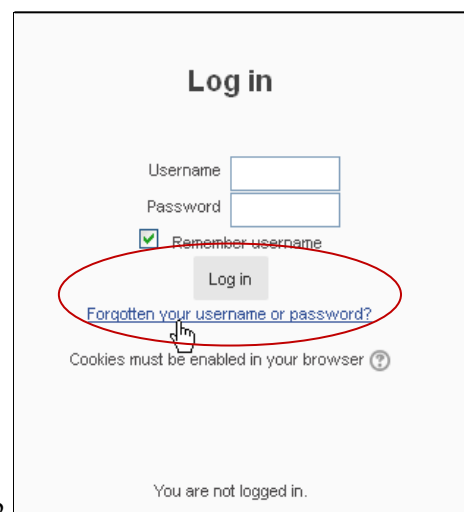
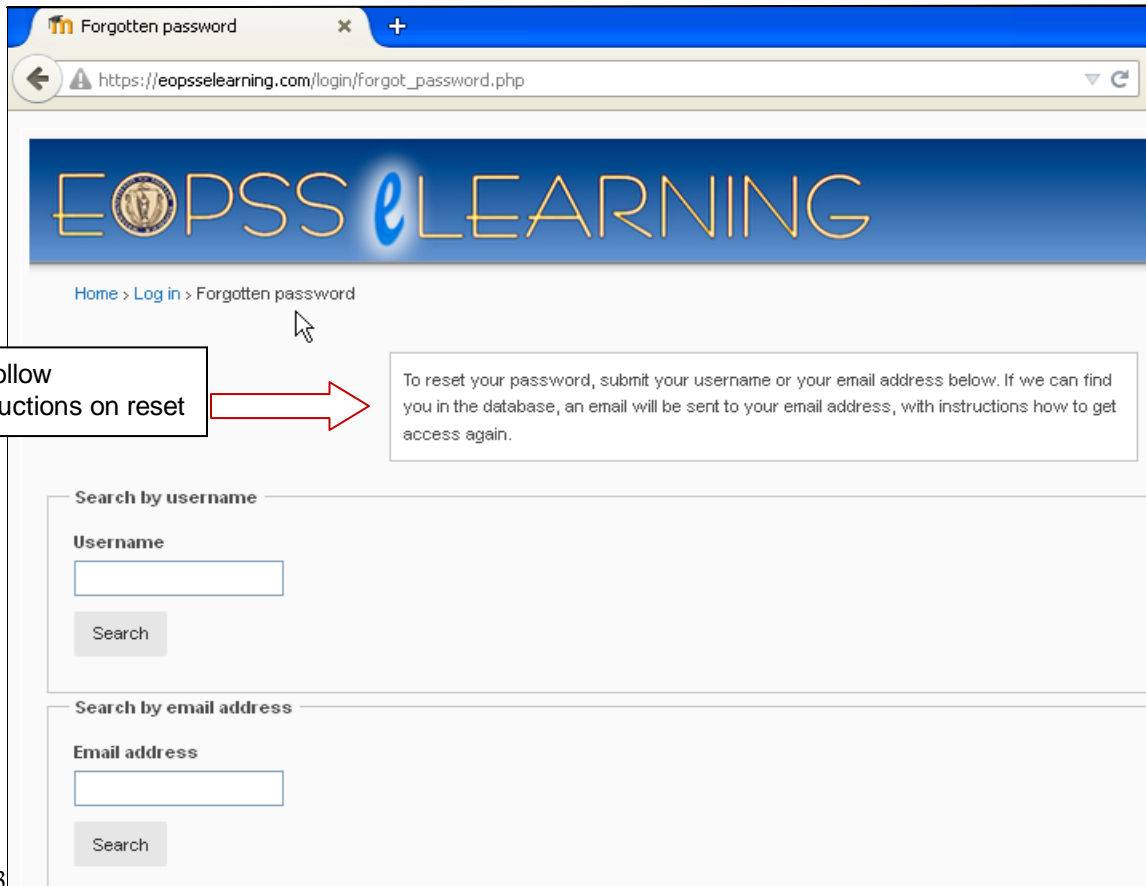


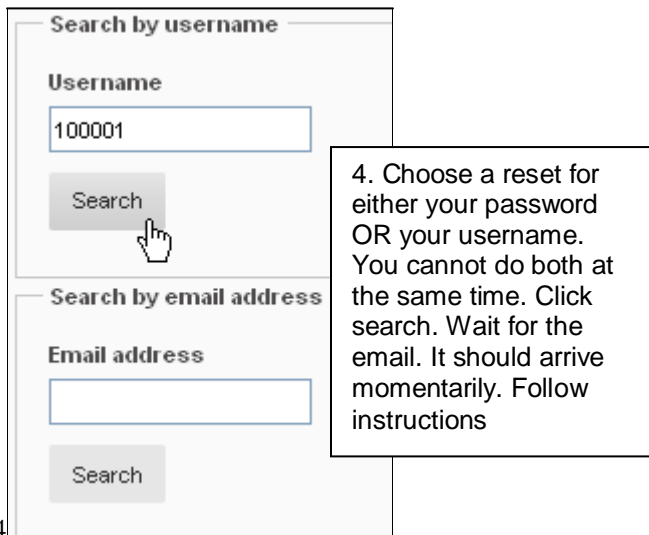
Fig 2.



3. Follow Instructions on reset

To reset your password, submit your username or your email address below. If we can find you in the database, an email will be sent to your email address, with instructions how to get access again.

Fig 3



4. Choose a reset for either your password OR your username. You cannot do both at the same time. Click search. Wait for the email. It should arrive momentarily. Follow instructions

Please Note: You MUST have a valid email address on file in your profile in order to have the reset sent to you. If using a personal email, you must have access to this account to retrieve the reset.

Fig 4