

To: EOPSS e-Learning Users
Re: Password Reset or Forgotten Username
Date: Dec. 01, 2019

Follow the link eopsselearning.com

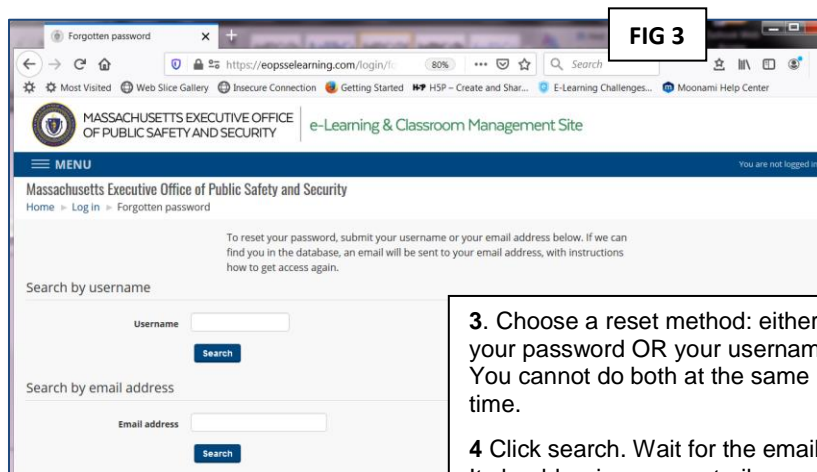
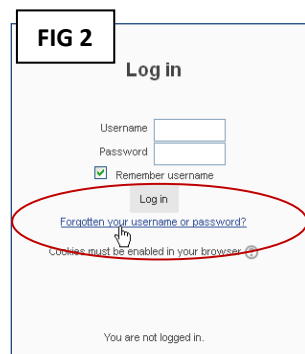
Username: **State Employee ID number** (the one appearing on your paystub for state employees)
or Driver License Number (Municipal employees)

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

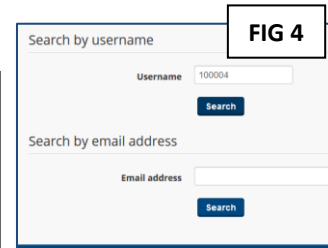
You MUST know either your Username or your Password to use this reset function.

Forgotten 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)



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



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.