Steps to instruct terminated employees to reset their passwords or lookup their usernames for PeopleSoft Access:

1. Google the URL listing:

![Google search result](image)

2. Click on the HRPRD link:

![PeopleSoft URL List](image)
3. Click on the Forgot Password? Link:

4. Enter your User ID:
5. Answer the security questions:

6. The following message appears on the screen:

UNIVERSITY of HOUSTON SYSTEM

Your new password has been emailed.

If you continue to have problems, please contact your campus specific help desk:

Main Campus: Call UIT Help Desk at 713/743-1411 or chat with us at http://www.uh.edu/ithelp.
Clear Lake Campus: Call 281/283-2722 or email IT@uhv.edu
Victoria Campus: Call 361/570-4389 or email HelpDesk@uhv.edu
Downtown Campus: Call 713/221-8031 or email IT@uhd.edu
7. This email is sent with the new password: (always ask them to check their junk mail folder in case it did not appear in their inbox)