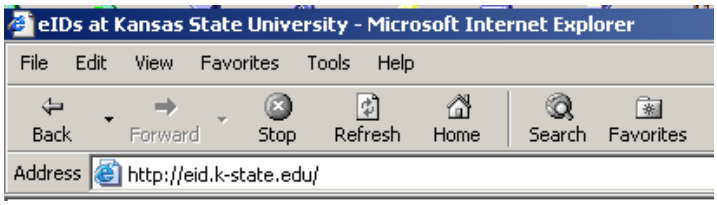
Employee Self Service/HRIS
Changing Your Password

Passwords need to be changed twice a year, in the fall and spring semesters. eIDs are visible in the K-State White Pages as they are the default e-mail address for your central e-mail mailbox. Passwords to eIDs are encrypted within KEAS and are private to the individual.

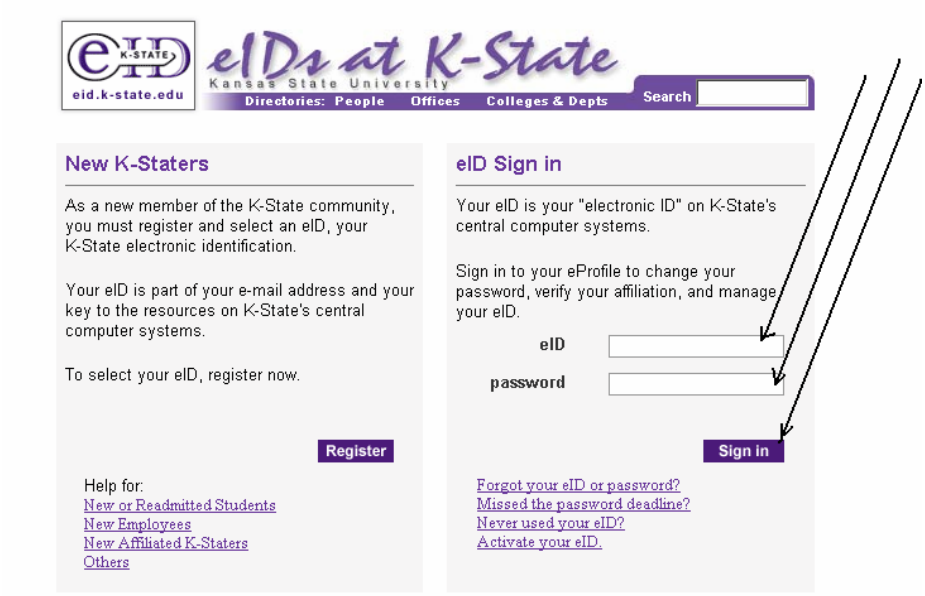
To change your password . . .

1) Open browser … Internet Explorer

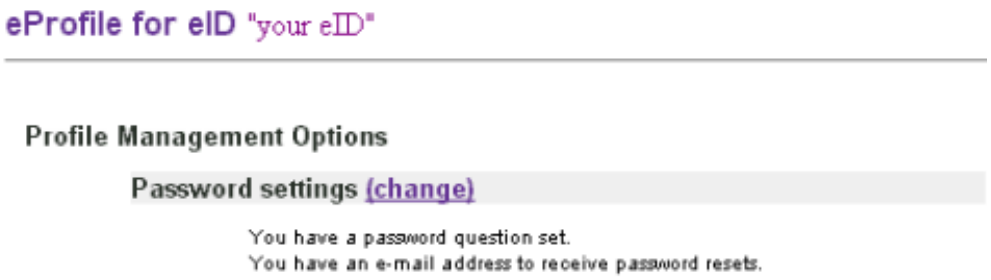
2) Go to . . . http://eid.k-state.edu/



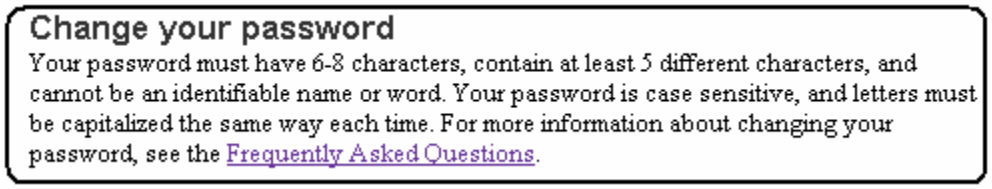
3) Enter your eID and current password. Select "Sign In."



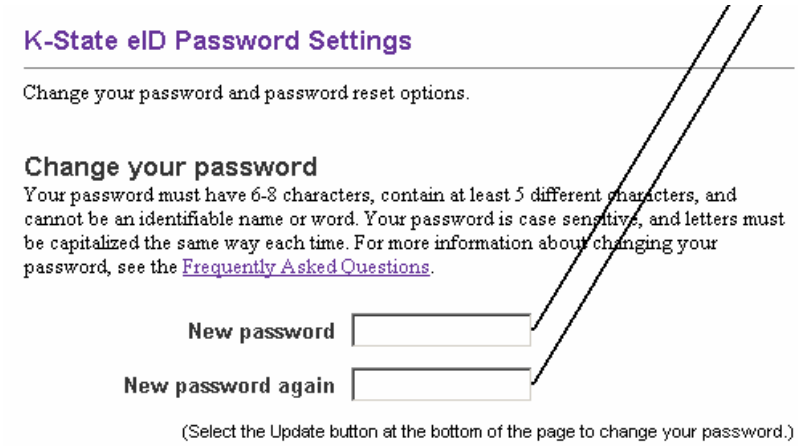
4) **Select " Password settings (change)."**



5) **Change your password.** Read password format carefully.



- ☺ **In the New password edit box, enter your new password.**
- ☺ **In the New password again edit box, enter your new password again.** *Asterisks will appear as new password is entered.*



6) **Select**

button located at the bottom of the page.

Use new password the next time you access Employee Self Service/HRIS.