



City
of
Milwaukee

Thursday, June 4, 2015 6:40 am

CUSTOMER SUPPORT

MERCURY BAC

HRMS PRD 9.1

FIN PRD 9.1

PeopleBooks



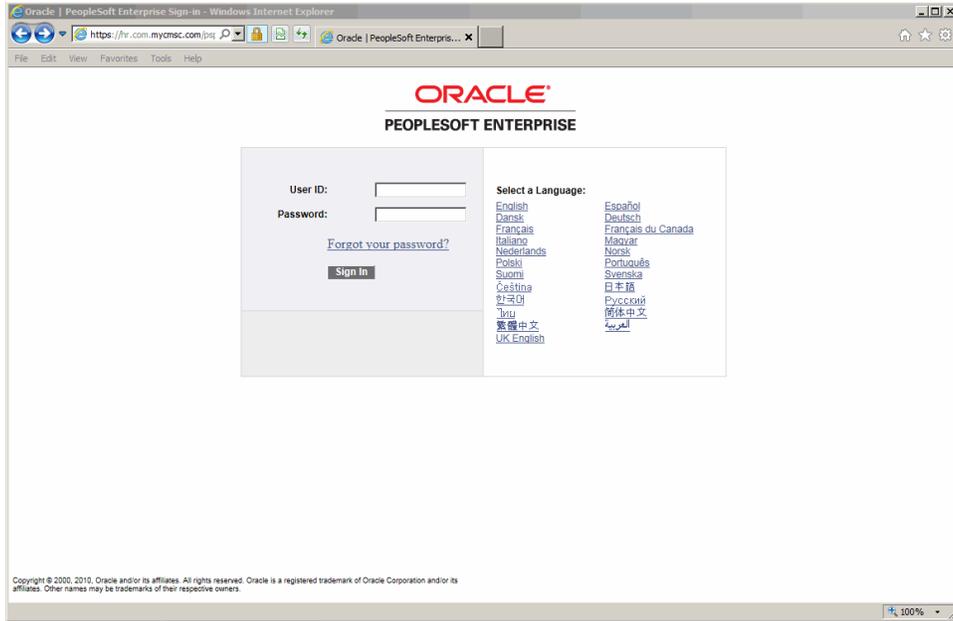
Sierra-Cedar

NEWS & EVENTS

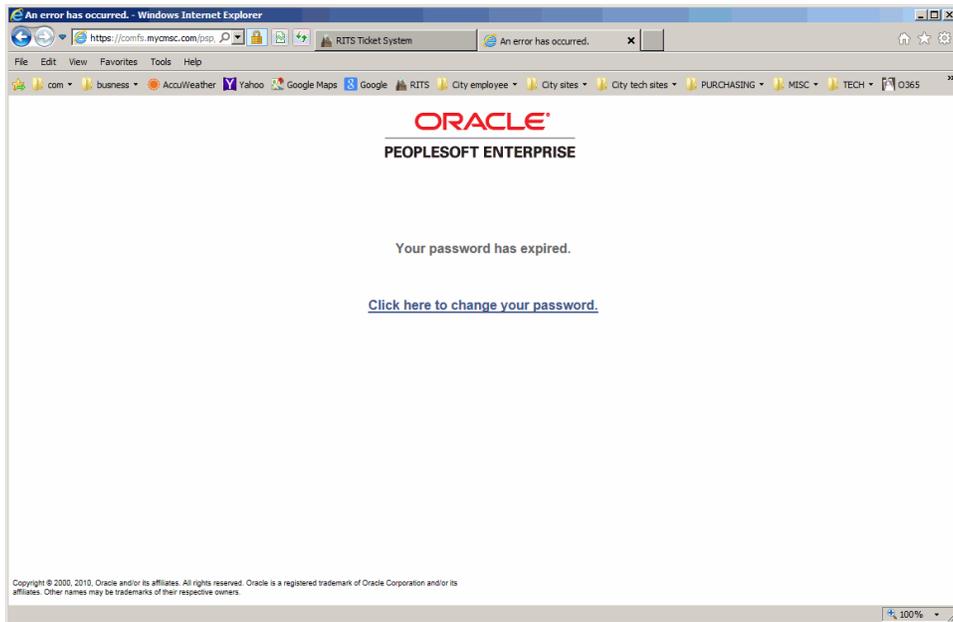
Notice:

Changing Your Password

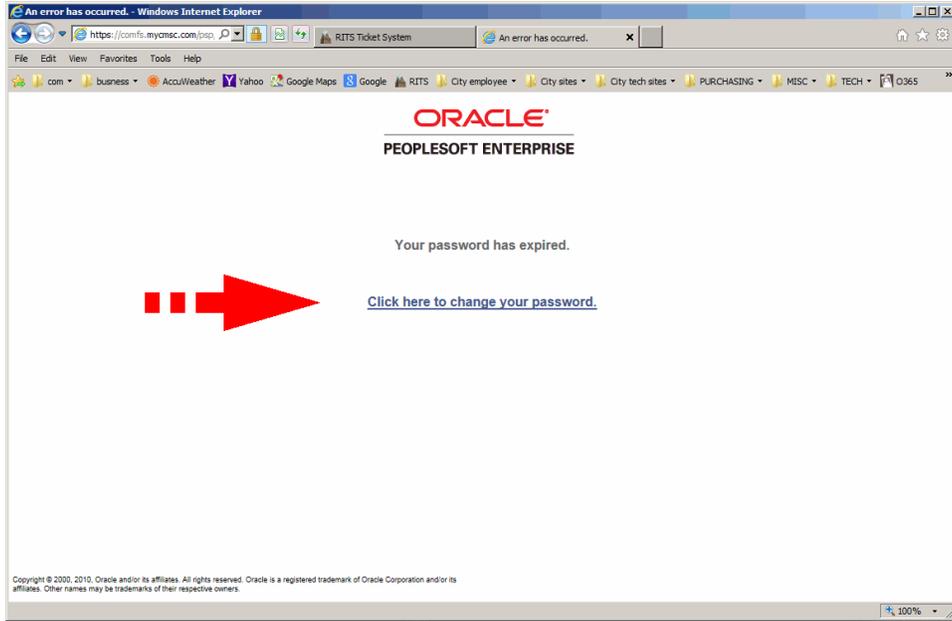
Go to the Self Service Sign In screen that you have open in a browser window, OR go to <https://cmil.mycmsc.com/> HRMS PRD 9.1 ... to get to that Sign In screen



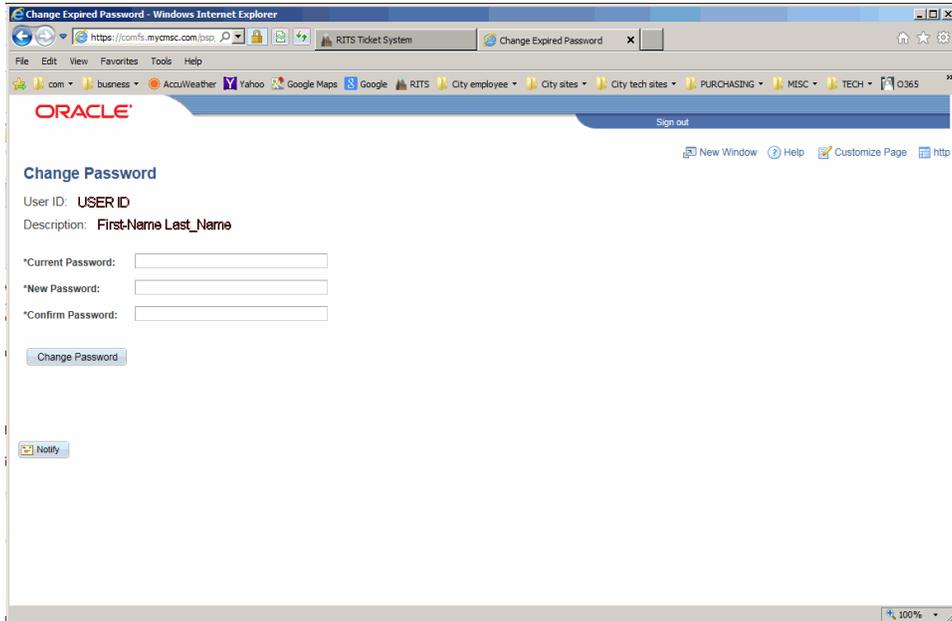
Login to your Self Service account with the TEMPORARY Password.
You will be asked to create a NEW password for yourself.



"click" on the <Click here to change your password> button



You will be taken to the Change Password screen



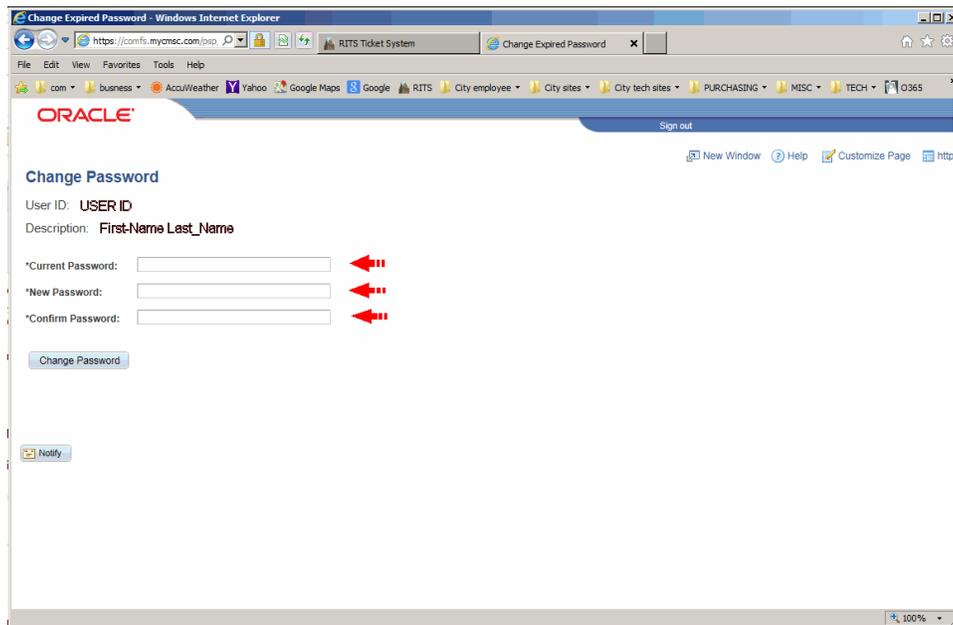
Password format information:

1. Passwords must be a minimum of 8 characters in length, maximum of 32 characters
2. Passwords must contain at least one number (i.e., 0 through 9)
3. Passwords must contain at least one special character (i.e. ! + & % - ? * _ \$)
4. Passwords must begin with an ALPHA character
5. Passwords are case sensitive.

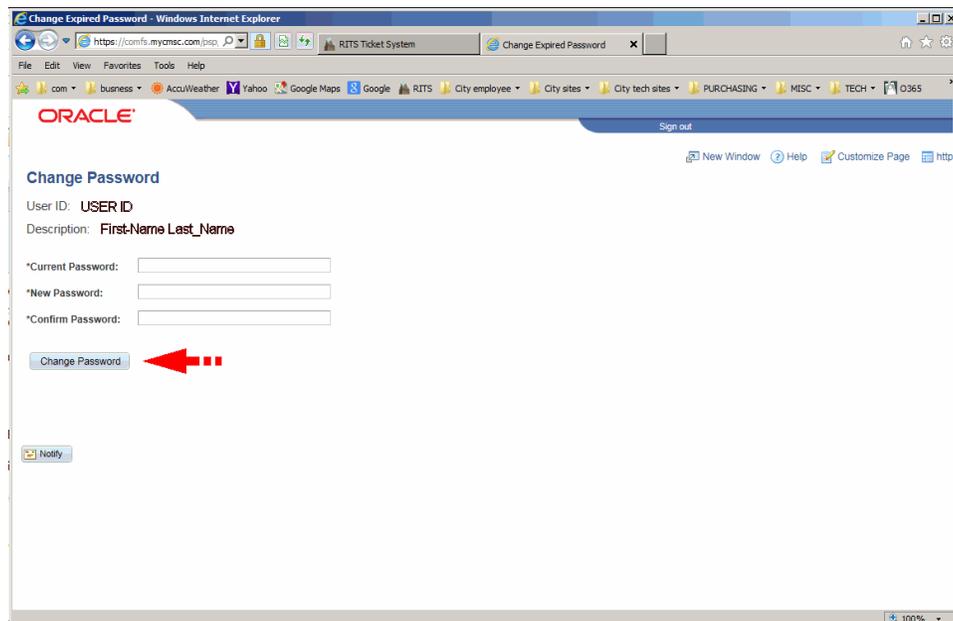
When changing your password, the passwords can be entered as UPPERCASE, lowercase or in Mixed Case.

When signing on, the password must be entered EXACTLY as you did when you last changed it.

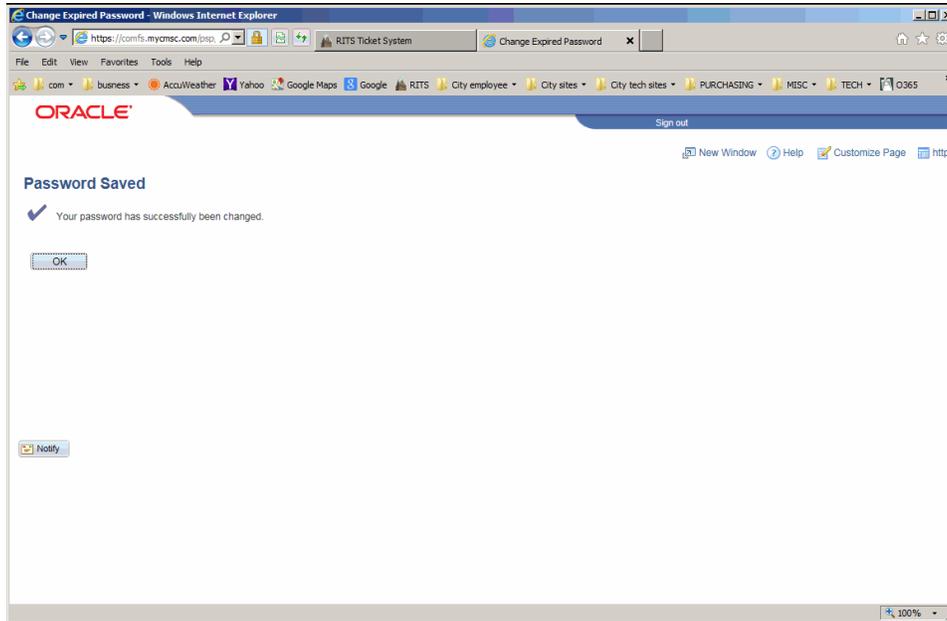
On the three lines enter your Current Password (this may be your TEMPORARY Password) and then your NEW PASSWORD twice - first to enter it, and second to confirm it



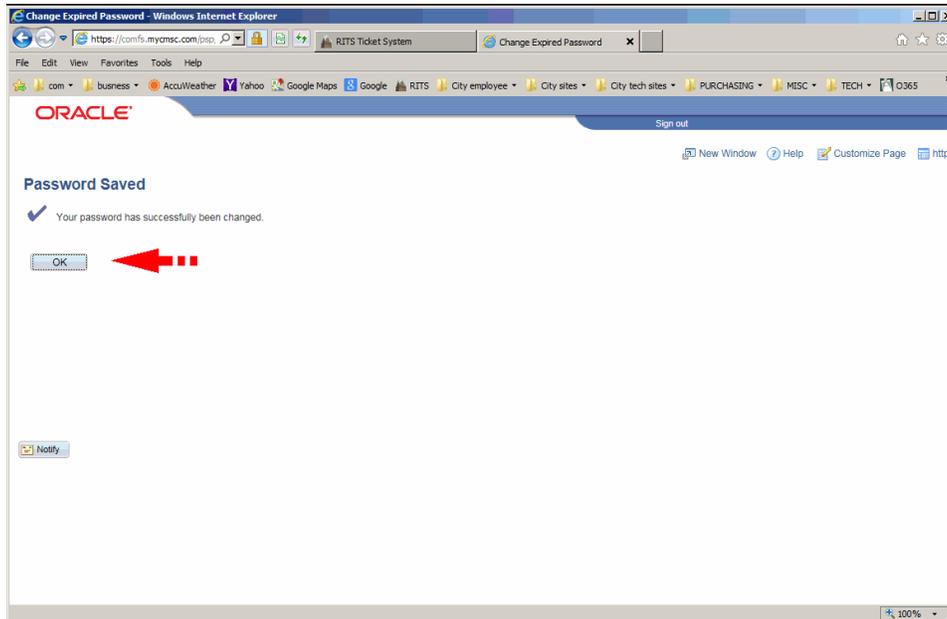
Then "click" on the <Change Password> button. New Passwords are good for 60 Days.



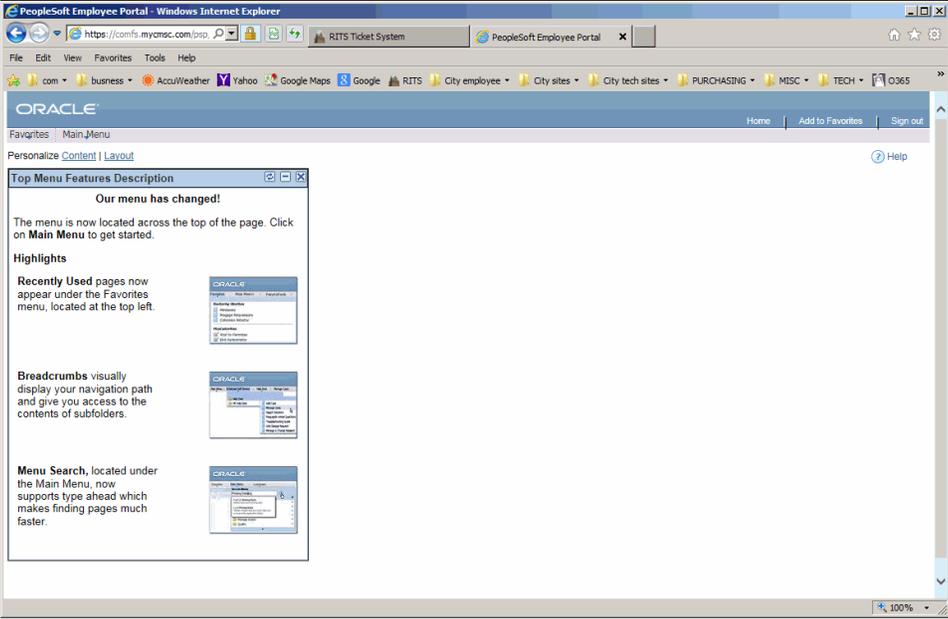
A Password Saved screen will appear.



"click" on the <OK> button



You are logged in. The next screen is the Self Service screen where you can view your pay stub or perform other Employee Self Service tasks.



General Password security information - on the next page.

Password security information:

1. For security purposes, you must enter a different password every time you change the password. Passwords cannot be reused.
2. Passwords expire every 60 days. You will receive a warning message 5 days prior to the password expiring. Even though a password may have expired, the system will allow you to sign on once with the expired password but will require you to change the password before proceeding further into the system.
3. You will have three attempts to enter a correct password before your account is disabled. If your account is disabled, use the 'Forgot Your Password' feature to obtain a new password. Your account will automatically be unlocked, enabling you to sign in with the new password.
4. PeopleSoft HRMS is accessed with a web browser, preferable Internet Explorer. Links to HRMS Production can be found on MINT under 'FMIS Information' or 'City Functions & Forms.'
- 5. Please set up the 'forgot my password' hint (question and answer) and enter your email address. Both of these can be done by clicking on 'my system profile' near the bottom of the left side menu.**

Should you have password or login problem, please enter an ITMD <Request IT Support> log in the upper right corner of the MINT home page:



or use this link <http://www.milwaukee.gov/FMISpasswordhelp> Always include your userid, the system you are on (HRMS or FMIS) and an email address and/or phone where you can be reached.

Thank you.