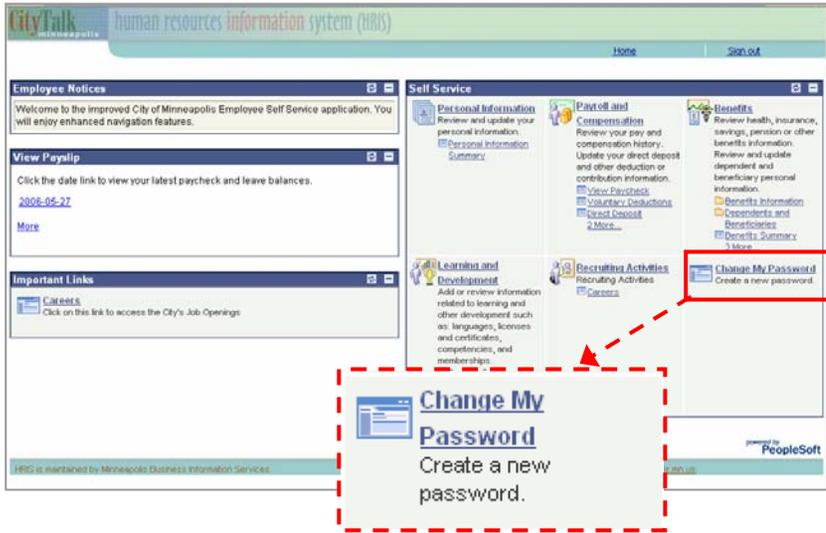


Reset Your Password

Follow the steps below to reset your HRIS password.

1. Log into HRIS with your 6-digit employee id and existing password. The first time you log in after June 20, your password will be the last 4 digits of your Social Security #.
2. Select the “Change My Password” link.



3. Enter your Birthdate (mm/dd/yyyy). Click Submit.

Change Password

User ID: Portal_Employee
Description: Portal Employee

Please Confirm your Birthdate

4. Enter your Current Password and New Password. Click “Change Password” when complete.

Change Password

User ID: Portal_Employee
Description: Portal Employee

'Current Password:

'New Password:

'Confirm Password:

5. Select OK. The next time you log into HRIS, use your new password.

Password Saved

Your password has successfully been changed.

A complete Self Service User Guide can be found on the HRIS Information Center site at the following address:

Internal: <http://citytalk/hris/>

External: <http://www.ci.minneapolis.mn.us/hris/>