PMIS/BES Unisys Password Reset Guide

dhrm Department of Human Resource Management

The 1st Source For HR Information

Keeping Your PMIS/BES User Id Active

The Unisys mainframe requires each user to change their password at least every 30 days. The PMIS application will disable your user id if it is inactive for 60 days (i.e. 60 more days without logging on to PMIS).

The PMIS application will remove your user id if it is inactive for 1 year (i.e. 365 days without logging on to PMIS). If your user id is removed from PMIS, you will need to re-apply (via the DHRM ITECH "Request Access" web page and submit a new access request form) for PMIS-BES access. It is recommended that you follow the following steps at least once a week to keep your PMIS/BES account from becoming disabled.

PROCEDURE:

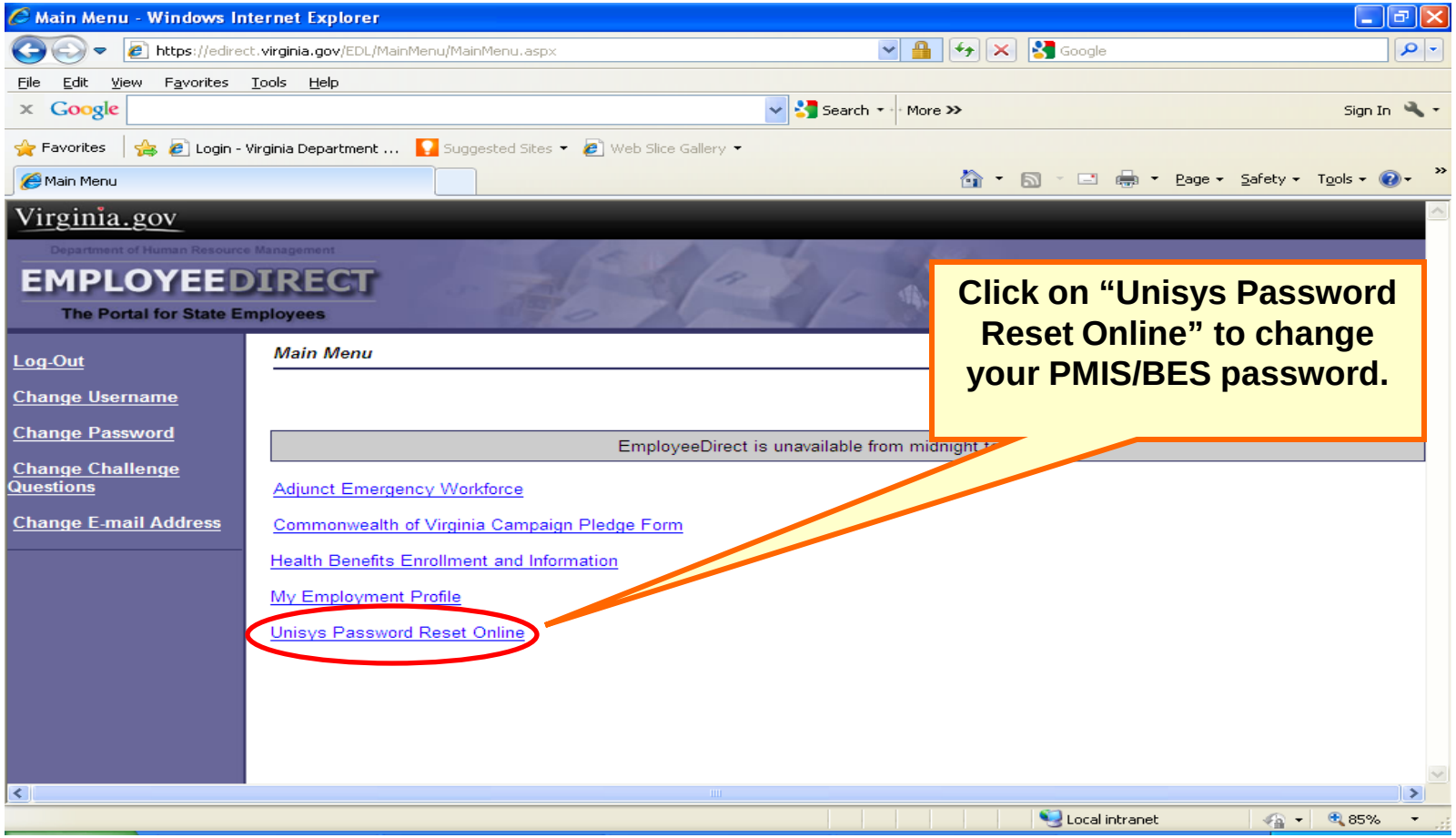
1. ***Log into PMIS/BES using your user id and password.***
2. ***If your password has expired , re-personalize a new password.***
3. ***Your Unisys password has to be at least 8 characters consisting of numbers and letters. (not case sensitive and no special characters.)***
4. ***At the Screen Home position, type PMIS and press Enter.***
5. ***The first log on each day presents the security "Notice and Warning" screen.***
6. ***Press Enter again to go to the PMIS broadcast screen.***
7. ***With the above steps , the PMIS application will recognize the date and time that you touched PMIS as an Active User.***

PMIS/BES Unisys Password Reset

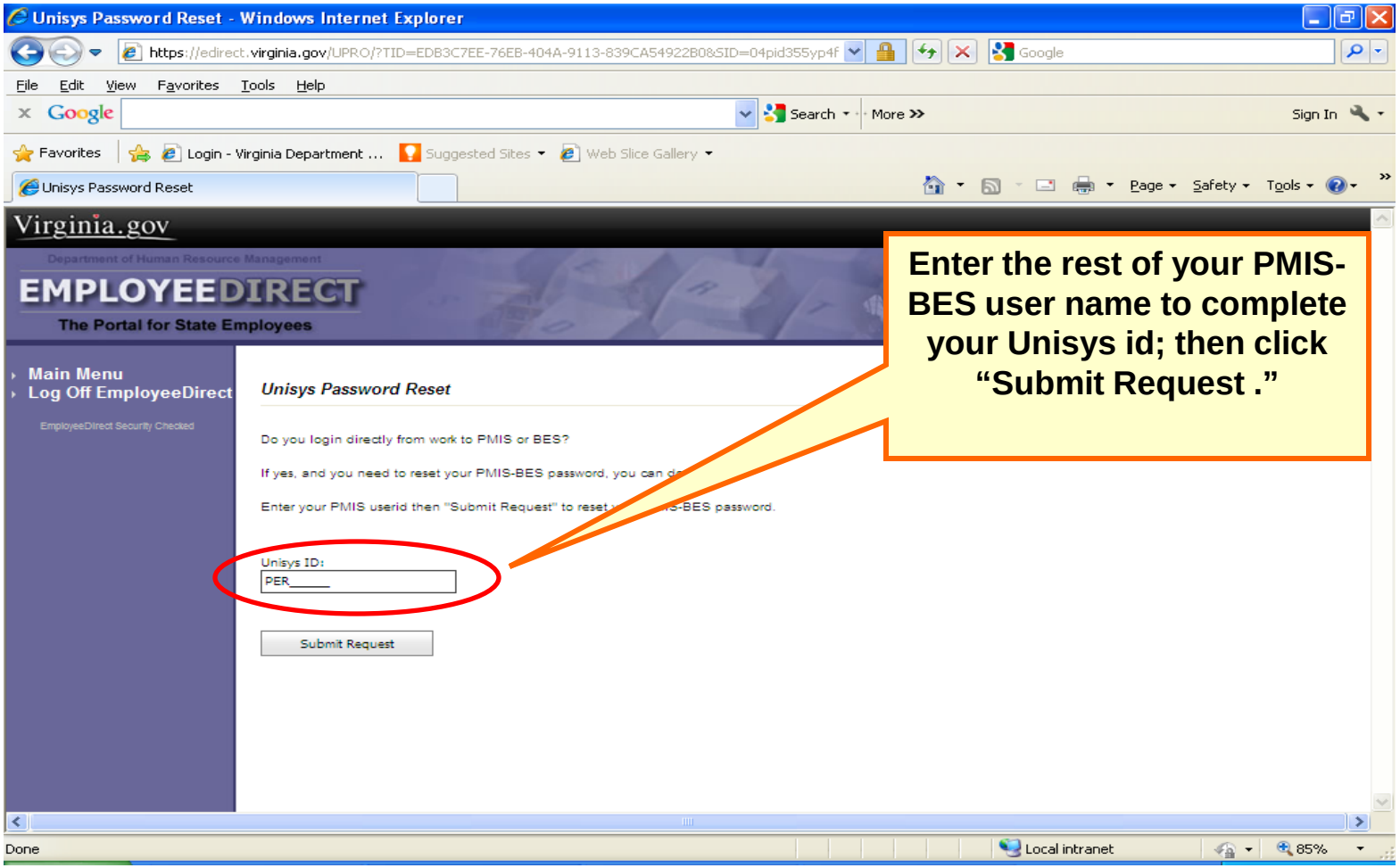
PROCEDURE:

1. *Go to the Employee Direct Website , https://edirect.virginia.gov*
2. *Log in.*
3. *Click on "Unisys Password Reset Online."*
4. *Enter your Unisys ID and click "Submit Request."*
5. *An email will be sent to your email address from no-reply@dhrm.virginia.gov with your temporary password. You will be required to change your password on your first login back into PMIS.*
6. *Copy your new temporary password from the email that was sent to you and Log into PMIS with it. DO NOT try to manually type it in.*
7. *At the prompt, Enter your new password, type in your own made-up new password and your clearance level.*
8. *Log into PMIS/BES without contacting the Help Desk for assistance.*

PMIS/BES Unisys Password Reset



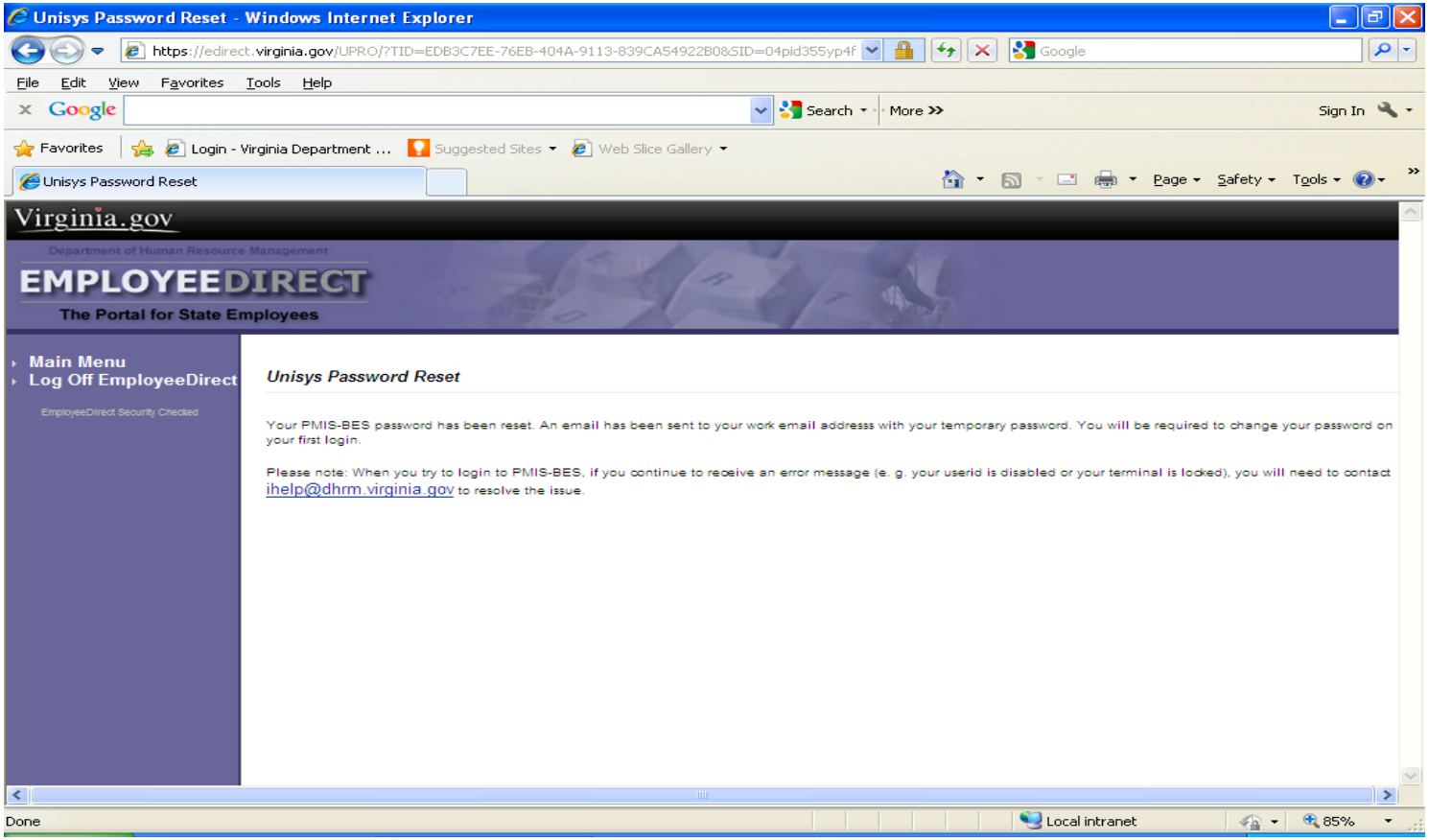
PMIS/BES Unisys Password Reset



Enter the rest of your PMIS-BES user name to complete your Unisys id; then click "Submit Request ."

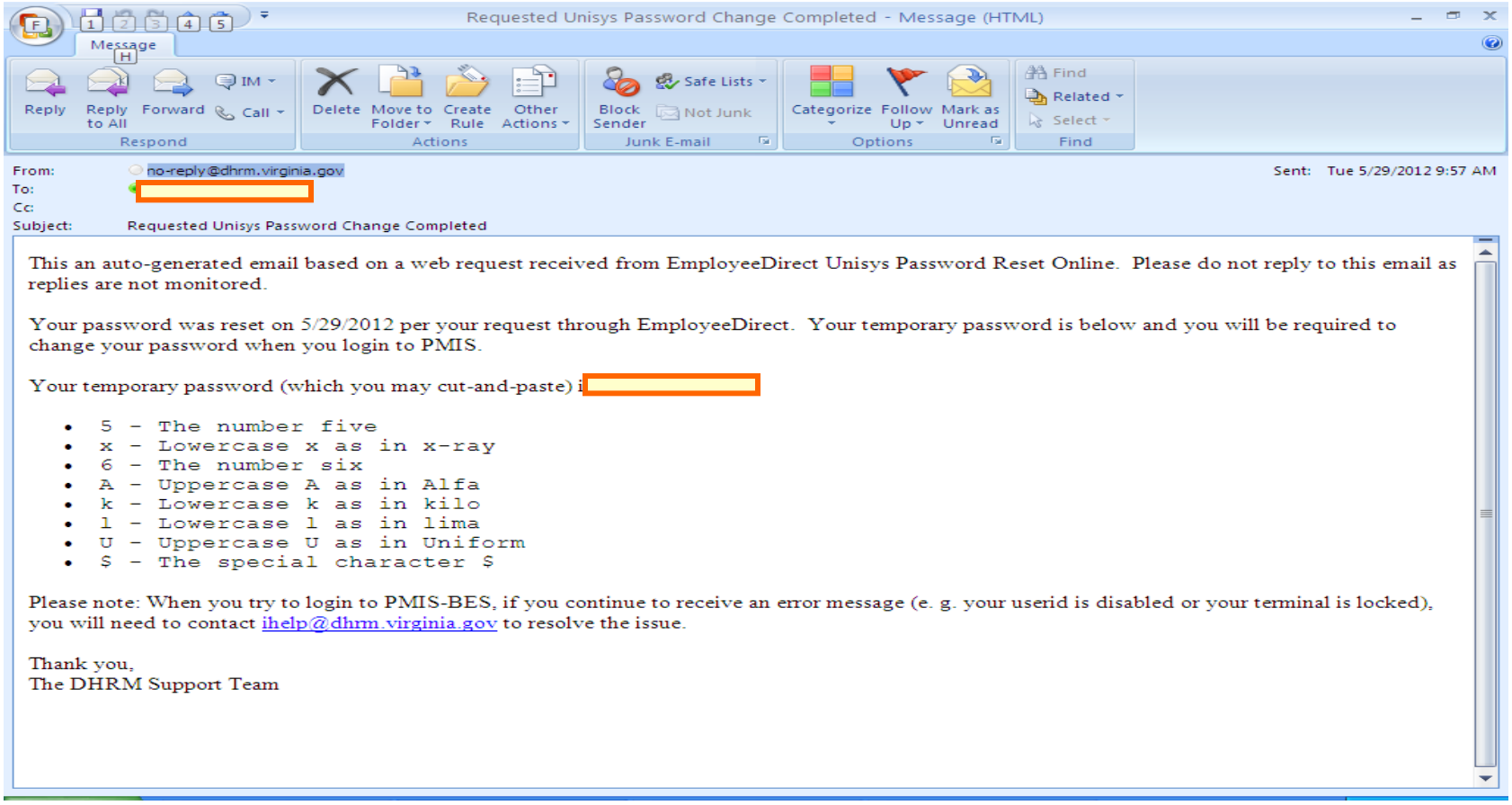
PMIS/BES Unisys Password Reset

Unisys Password Reset Message: Your PMIS-BES password has been reset. An email has been sent to your work email address with your temporary password. You will be required to change your password on your first login.



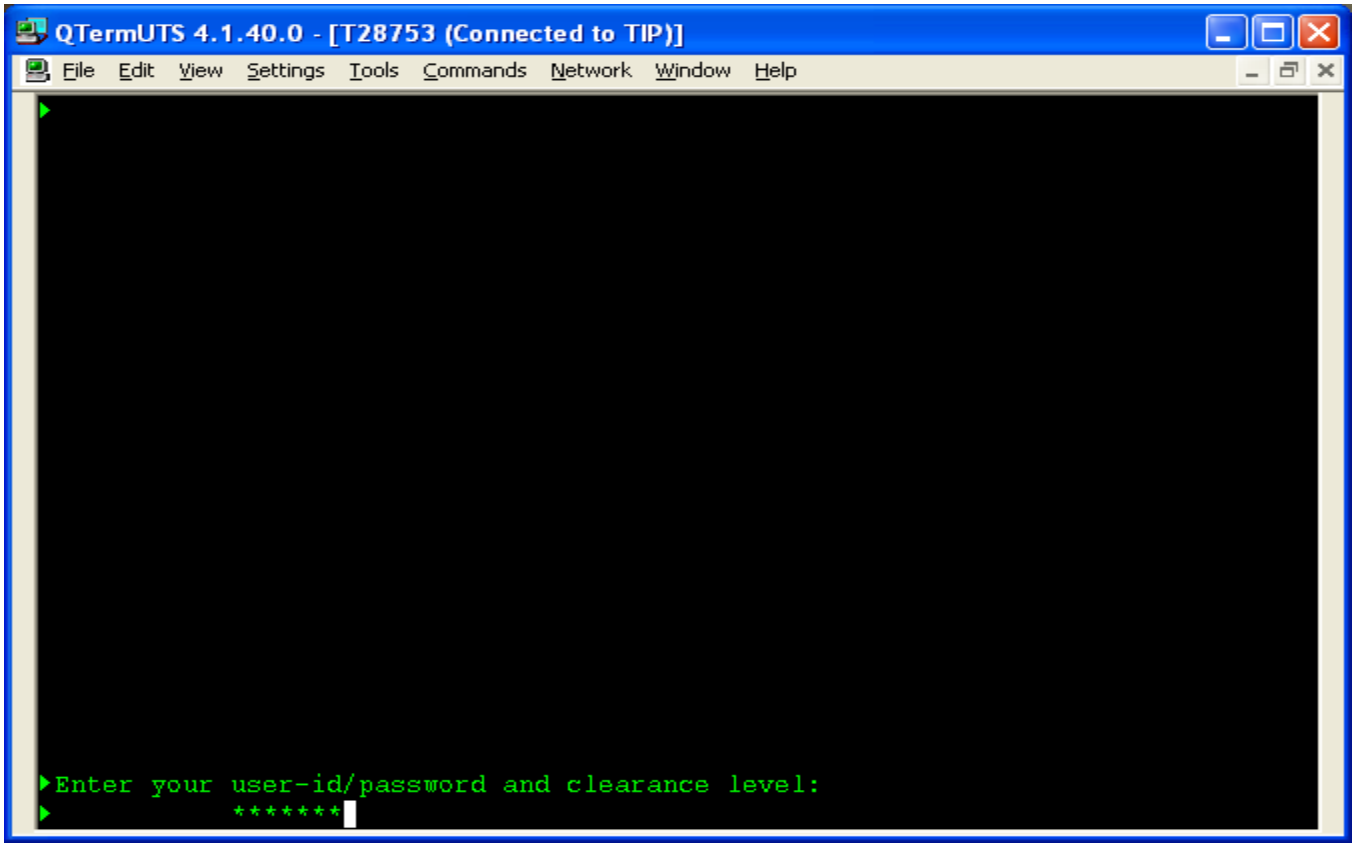
PMIS/BES Unisys Password Reset

Sample Email Message containing your new temporary password: Copy the temporary password contained in this message and use it to log into PMIS/BES for the first time. You will be prompted to change this temporary password to your own new password. Your new Unisys mainframe password needs to be at least 8 characters consisting of numbers and letters (not case sensitive and use no special characters.)



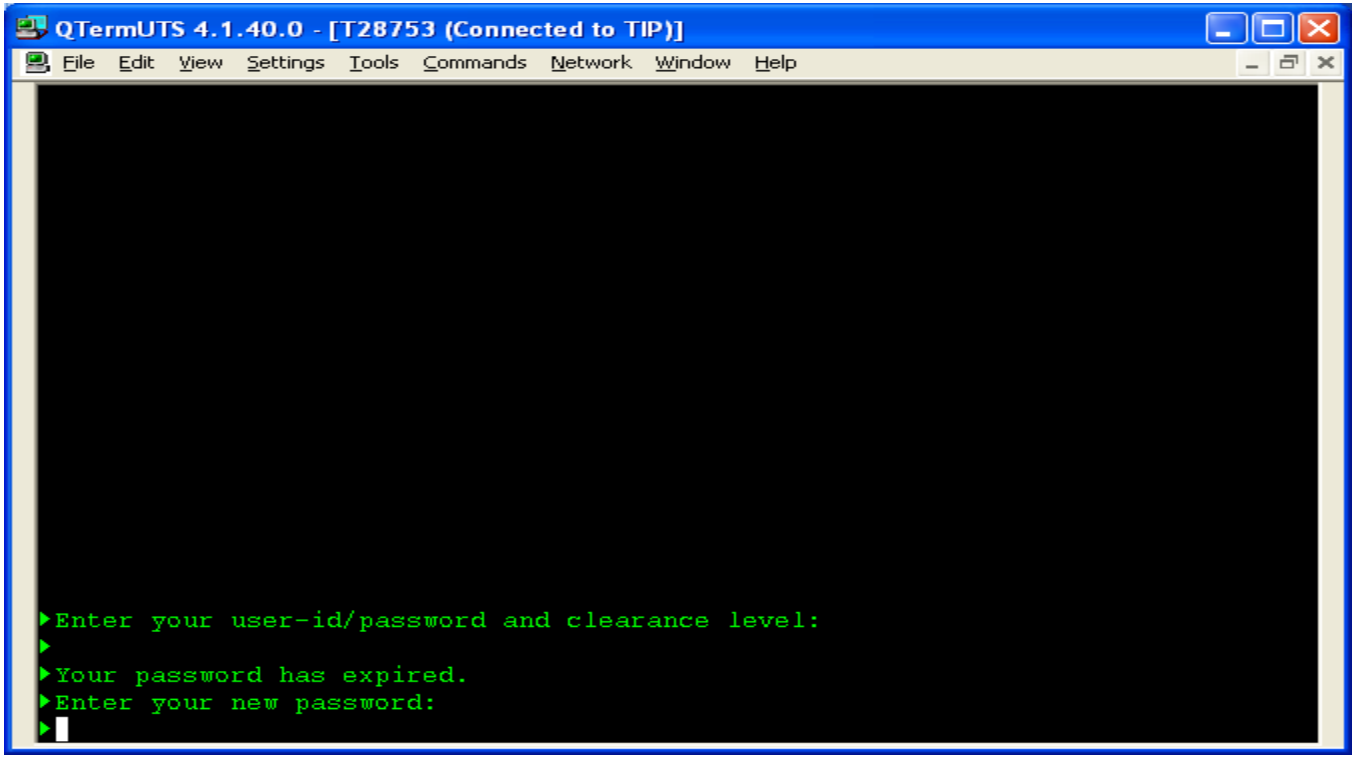
PMIS/BES Unisys Password Reset

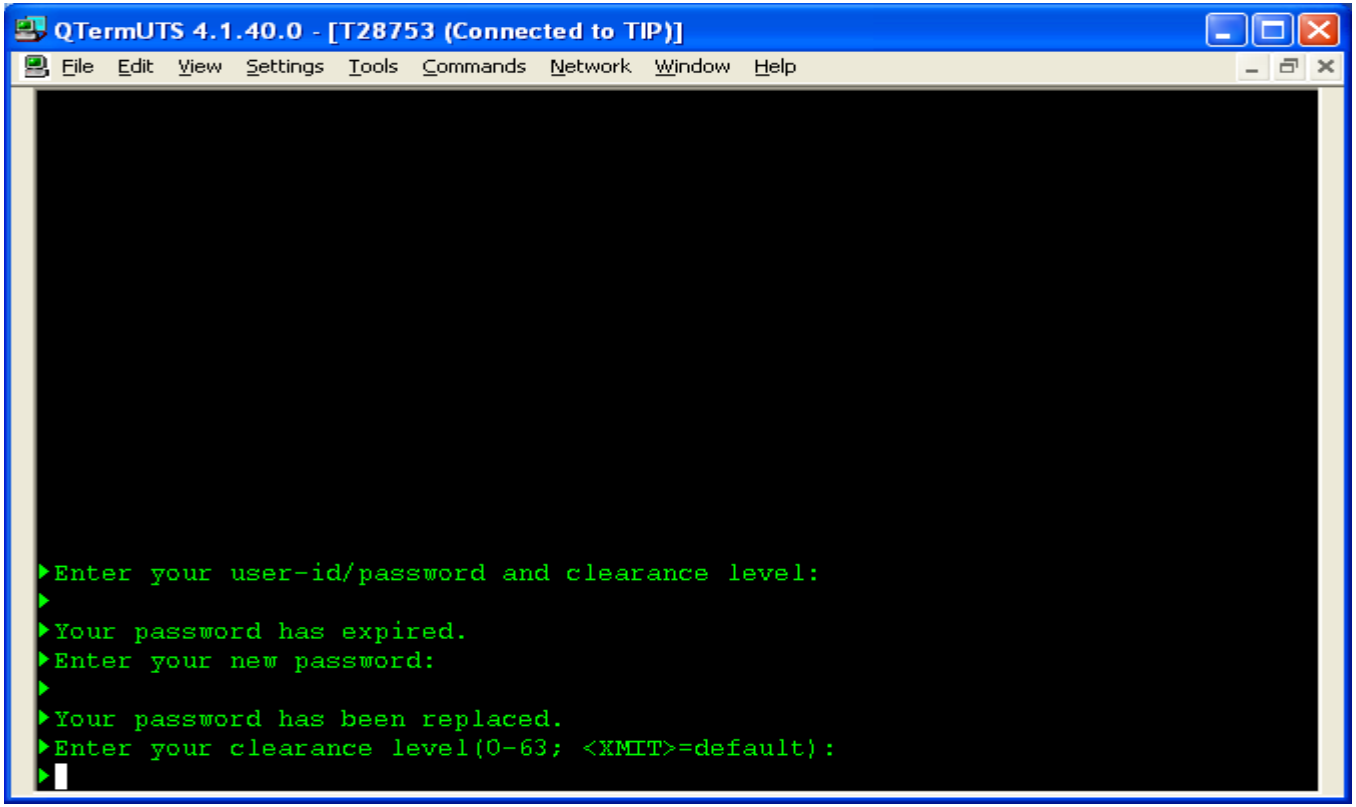
Sample Screen 1: This is where you will paste the password that was given to you in the automated email from no reply@dhrm.virginia.gov.



PMIS/BES Unisys Password Reset

Sample Screen 2: This is where you create your new PMIS/BES password and type it in at the "Enter your new password" prompt.



PMIS/BES Unisys Password Reset

Sample Screen 3: Your password has been replaced, and once you enter your clearance level, you will be logged into PMIS/BES again without having to contact the Help Desk for assistance.