

## Instruction – Resetting Passwords

After three unsuccessful attempts to login, users will be locked out of the system.

All users have the ability to reset their own password if they have forgotten it. Only those who have an email address entered into eOPF will be able to do this.

Thursday, March 17, 2005

### eOPF Web Logon

DHHS eOPF v2.1.0.21 Production -----  
For login assistance send email to  
eOPF\_question@psc.gov

eOPF ID:

Password:

Server:  
DHHS eOPF

Database:  
DHHS

Submit Reset

Forgot your password? **Click here if you can't remember your password.**

This is the screen you will see:

### Reset Password Request

eOPF ID: 00037384

Email Address of record in eOPF: somebody@aol.com

Home Zip Code of record in eOPF: 90210

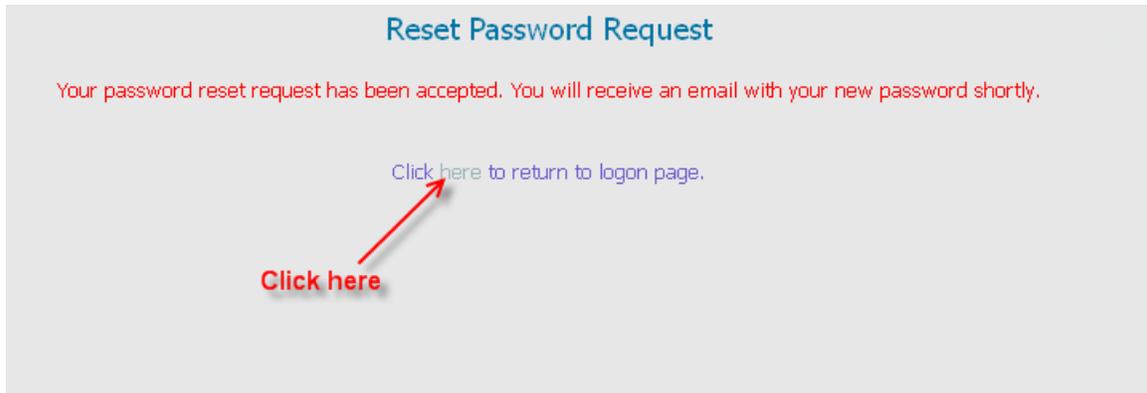
Please provide name and contact information if you cannot provide above details.

Message:

Submit Cancel

**Complete all three fields and click Submit.**

## Instruction – Resetting Passwords



This is what the body of the email message looks like:

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```
Your new Password is as follows:  
  
QYB_Sigf  
  
Please login using this new password. Once logged in, you will be prompted to  
change this password to a password of your choosing. The new password must be at  
least 8 characters in length, contain an upper case letter, lower case letter, a  
number, and a special character.  
  
If you have questions or problems please email them to eOPF_question@psc.gov.
```

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If you are unsuccessful, an email will automatically be forwarded from eOPF to [eOPF\\_questions@psc.gov](mailto:eOPF_questions@psc.gov). You will receive your new password via email within a day or so.

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## eOPF Web Logon

DHHS eOPF v2.1.0.21 Production -----  
For login assistance send email to  
eOPF\_question@psc.gov

eOPF ID:

Password:  
 ← Copy and paste the password from the email message here

Server:

Database:

← Click submit

[Forgot your password?](#)

## Please change your password.

You must change your password.

Old Password:  ← Copy and paste the password from the email message here

New Password:  ← Type your new password here and here

Password Confirm:  ← Type your new password here and here

← Click Reset Password

# Instruction – Resetting Passwords

Help

My eOPF  
Search eOPF  
Change Email  
Emergency Data  
Change Pwd  
Admin Tools  
Print Folder  
Batch Print  
Reports  
Logout

## Welcome to the eOPF System

**Introduction:**

The eOPF System contains electronic copies of the documents that make up your Official Personnel File. The documents with yellow lines (some SF-50s) were sent directly from EHRP to eOPF. All other documents in your folder were scanned and imported into eOPF. Questions concerning specific personnel actions should be sent to the appropriate HR representative. For other assistance send email to [eOPF\\_question@psc.gov](mailto:eOPF_question@psc.gov).

**You should see the welcome screen**

WELCOME eOPF PILOT GROUP! We have identified a problem (blank documents) from the last 2 EHRP loads. If you open a 2005 SF-50 and get a blank page, this is the reason. This error will be corrected within the next 5 days.

[Click here for more information on the HHS intranet eOPF website.](#)

**User Info:**  
Email: [dp140h@nih.gov](mailto:dp140h@nih.gov)  
Emergency Data last updated on: 12/27/2004  
Password will expire in: 90 day(s).