

1. VTHR Login Help



First Time Login



Rehire Login



Setting up the Password Reset Tool



Using the Password Reset Tool



Contact Us

2. First Time Login (Never previously worked for the State of Vermont)

- ▶ Username: Employee ID number
 - ▶ Found on the back of your ID Badge
- ▶ Default Password: Firstname##Lastname
 - ▶ First Name only the first letter capitalized, with no punctuation
 - ▶ ## the middle two digits of SSN
 - ▶ Last Name only the first letter capitalized, with no punctuation

Sign In

User ID

Password

Sign In

Password examples

Samuel LaFountain 000-44-0000

Samuel44Lafountain

Brent L'Smith 000-56-0000

Brent56Lsmith

Jake Whale 123-45-6789

Jake45Whale



3. New Password Requirements

- ▶ Upon first log into VTNR you will be prompted to change your temporary password
- ▶ Must be at least 8 characters long
- ▶ Must contain at least one number
- ▶ Can not match a previous password
- ▶ Should contain at least one special character
 - ▶ Examples ! @ # \$ % ^ &
- ▶ Should contain at least one capital letter
- ▶ Example of a *valid* password
 - ▶ iloveSpring1

The screenshot shows the Oracle 'Change Password' interface. At the top left is the 'ORACLE' logo. Below it is the title 'Change Password'. The form contains several fields: 'User ID:' with a placeholder 'Your Employee ID will show here', 'Description:' with a placeholder 'Your Name will show here', '*Current Password:', '*New Password:', and '*Confirm Password:'. Each of these three password fields has a red arrow pointing to it from a text box on the right that says 'Type in your default password here', 'Type in a new password here', and 'Type in the new password again' respectively. At the bottom left is a 'Change Password' button, with a red arrow pointing to it from a text box on the right that says 'Click the Change Password button after filling out lines 1, 2 and 3'. The entire form is enclosed in a blue border.

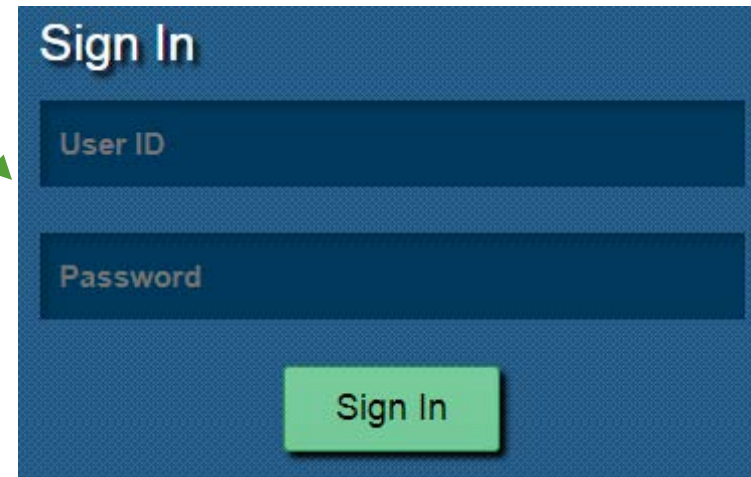


4. New Password Requirements cont.

- ▶ To complete the change password process
 - ▶ Click the sign-out
 - ▶ Log back into your account with your brand new password; should you fail to do this step, you will be unable to log into your account when you next wish to sign in



New Window | Help



A screenshot of a 'Sign In' form. The form has a dark blue background. At the top, the text 'Sign In' is displayed in white. Below it, there are two input fields: 'User ID' and 'Password'. At the bottom of the form, there is a green button with the text 'Sign In' in white.



5. Rehire Login (Previously worked for the State of Vermont)

- ▶ Username: Employee ID number
 - ▶ Found on the back of your ID Badge
- ▶ Default Password: Firstname##LastnameMonthYear
 - ▶ First Name with only the first letter capitalized, with no punctuation
 - ▶ ## the middle two digits of SSN
 - ▶ Last Name with only the first letter capitalized, with no punctuation
 - ▶ Month, two digits of the month you started working for the State
 - ▶ Year, last two digits of the year you started working for the State

Sign In

User ID

Password

Sign In

Password example

Samuel LaFountain 000-44-0000 Rehired May 2018
Samuel44Lafountain0518

Brent L'Smith 000-56-0000 Rehired July 2017
Brent56Lsmith0717



6. Rehire Password Requirements

- ▶ When you first log into VTHR you will be prompted to change your password
- ▶ Must be at least 8 characters long
- ▶ Must contain at least one number
- ▶ Can not match a previous password
- ▶ Should contain at least one special character
 - ▶ Examples ! @ # \$ % ^ &
- ▶ Should contain at least one capital letter
- ▶ Example of a *valid* password
 - ▶ iloveSpring1

The screenshot shows the Oracle 'Change Password' form. It includes the Oracle logo at the top left. The form has the following fields and annotations:

- User ID:** A text box containing the placeholder text 'Your Employee ID will show here'.
- Description:** A text box containing the placeholder text 'Your Name will show here'.
- *Current Password:** A password input field with an annotation box to its right that says 'Type in your default password here'.
- *New Password:** A password input field with an annotation box to its right that says 'Type in a new password here'.
- *Confirm Password:** A password input field with an annotation box to its right that says 'Type in the new password again'.
- Change Password:** A button at the bottom left with an annotation box to its right that says 'Click the Change Password button after filling out lines 1, 2 and 3'.

Red arrows point from each annotation box to its corresponding field.

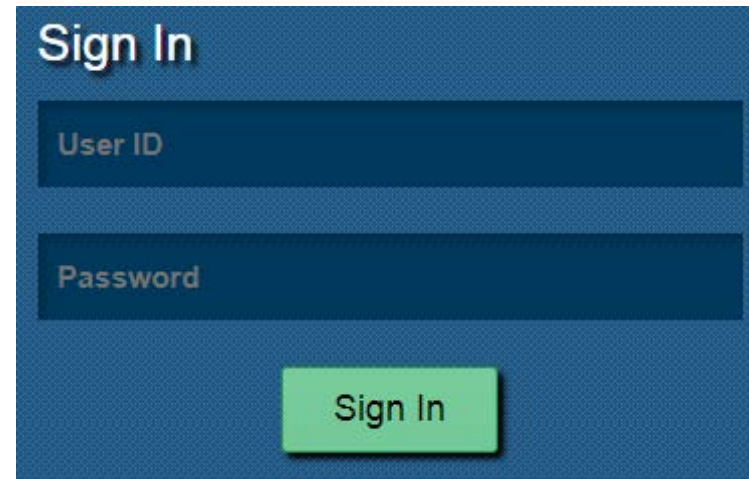


7. Rehire Login (Previously worked for the State of Vermont)

- ▶ To complete the change password process
 - ▶ Click the sign-out
 - ▶ Log back into your account with your brand new password; should you fail to do this step, you will be unable to log into your account when you next wish to sign in



New Window | Help

A screenshot of a dark blue 'Sign In' form. The title 'Sign In' is at the top in white. Below it are two input fields: the first is labeled 'User ID' and the second is labeled 'Password', both in white text. At the bottom of the form is a green button with the text 'Sign In' in white. A blue arrow from the text 'Log back into your account with your brand new password' in the list points to the 'Sign In' button.

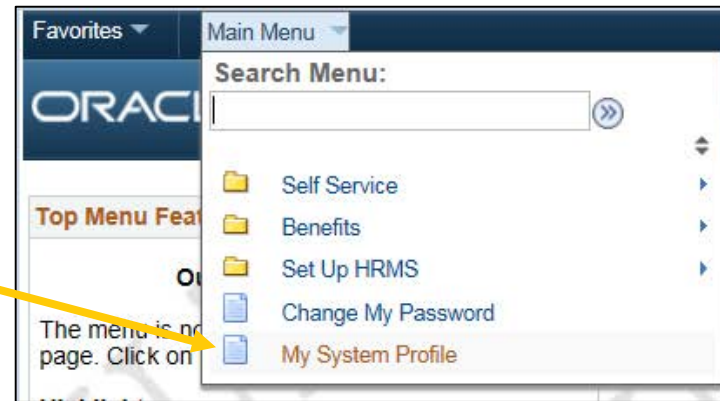
8. Password Reset Tool

- ▶ Did you know that you can reset your own VTHR password by clicking the “I forgot my password link on the main login page? In order to enable this feature you must set up your VTHR account. Please use the following steps to enable this feature on your account. The help you need will be at your fingertips!
- ▶ There two parts to the password reset tool:
 - ▶ An email address where you want your new password to be emailed to
 - ▶ A security question
- ▶ The system is designed to protect your information, your account will be automatically locked after several unsuccessful attempts to log in. Don't wait request a password by clicking “I forgot my password”. Once your account is locked, the password reset tool will not unlock your account; you will need to [contact the VTHR Help Desk](#) for assistance.



9. Setting up the Password Reset Tool

- ▶ Click Main Menu > My System Profile

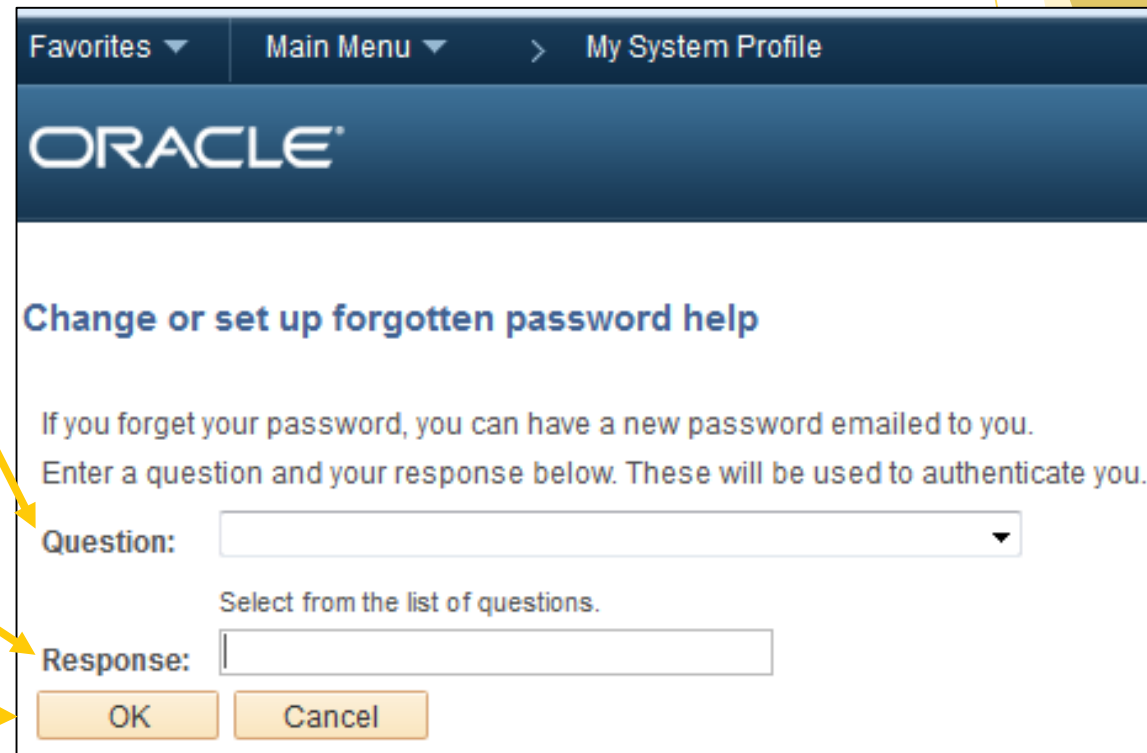


- ▶ Click Change or set up forgotten password help



10. Setting up the Password Reset Tool cont.

- ▶ Select a Security Question
- ▶ Enter your response to the security question
- ▶ Click OK



Oracle

Change or set up forgotten password help

If you forget your password, you can have a new password emailed to you. Enter a question and your response below. These will be used to authenticate you.

Question:

Select from the list of questions.

Response:

OK Cancel



11. Setting up the Password Reset Tool cont.

- ▶ Enter an Email Address
- ▶ Select an Email Type
- ▶ Preferred to have your SOV email address

Oracle My System Profile interface showing the 'General Profile Information' section. The 'Email' table is visible, containing one row with the following data:

Primary Email Account	Email Type	Email Address
<input checked="" type="checkbox"/>	Home	YourName@gmail.com

The 'Save' button is located at the bottom of the form.

- ▶ Click Save



12. Using the Password Reset Tool

- ▶ Please note; if your account is locked, requesting a password will not unlock your account. You will need to [contact us](#)
- ▶ You get locked out of your account after five failed login attempts. If you are locked out please Click I Forgot My Password
- ▶ Enter your Employee ID number is the User ID Field
- ▶ Click Continue

VERMONT Department of Human Resources State of Vermont

Back to DHR Home

Sign In

User ID

Password

Sign In

I Forgot My Password

Forgot My Password

If you have forgotten your password, or your password has expired, you can have a new password emailed to you.

Enter your User ID below. This will be used to find your profile, in order to authenticate you.

User ID:

Continue



13. Using Password Reset Tool cont.

- ▶ Enter your Response to your previously set up security questions
 - ▶ Please note if you have not set this tool up you will not be able to use it
 - ▶ If this is the case, please [contact us](#)
- ▶ Click Email New Password

Forgot My Password

User ID: Employee ID Number
Email ID: YourEmail@Vermont.gov

Please answer the following question below for user validation.

Question: What is your mother's maiden name?
Response:



14. Using Password Reset Tool cont.14

- ▶ You will get an email from ERPNoReply@vermont.gov with your new password

PLEASE DO NOT REPLY TO THIS SYSTEM GENERATED EMAIL NOTIFICATION

Your new password is :WUJ.UO8

You may change your password once you have logged into your account.

If you are unable to log into your account using this password please call the Employee Support Center, (802) 828-6700

Additional Information for Employees:

Close your browser before trying attempting to access your account with this new password.

- ▶ Use this temporary password on the VTHR Login page

VERMONT Department of Human Resources State of Vermont

Back to DHR Home

Sign In

User ID

Password

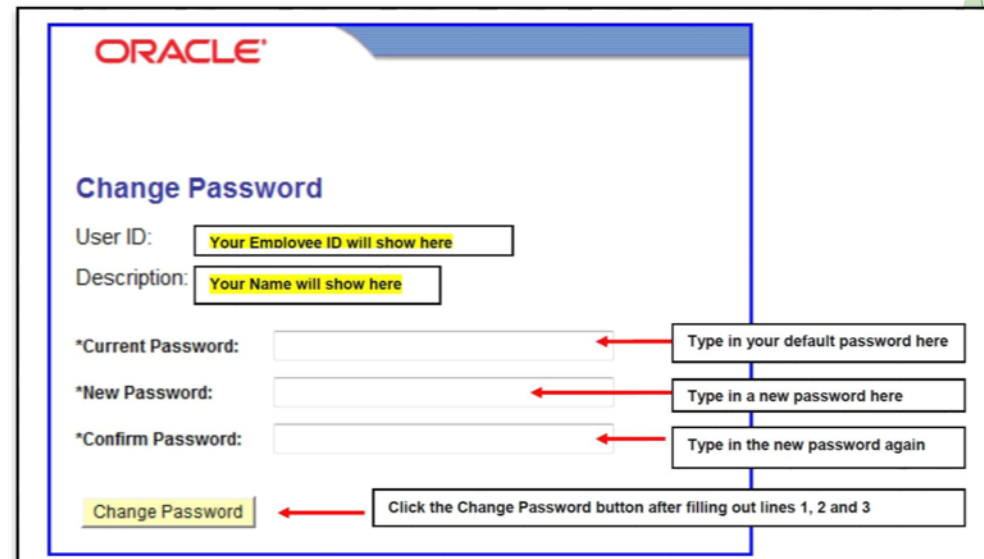
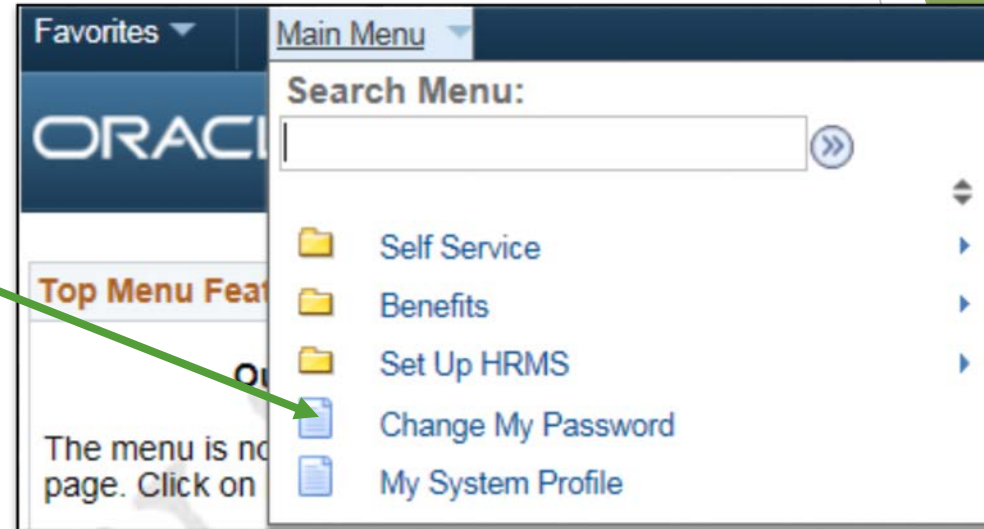
Sign In

I Forgot My Password



15. Using the Password Reset Tool

- ▶ To Change your password click Main Menu > Change My Password
- ▶ New Password
 - ▶ Must be at least 8 characters long
 - ▶ Must contain at least one number
 - ▶ Must not match any previous password
 - ▶ Can contain at least one special charter
 - ▶ Examples ! @ # \$ % ^ &
 - ▶ Example of a *valid* password
 - ▶ iloveSpring1

A screenshot of the Oracle HRMS 'Change Password' form. The form includes fields for User ID, Description, Current Password, New Password, and Confirm Password. A 'Change Password' button is at the bottom. Red arrows point from text boxes to the form fields: 'Type in your default password here' points to the Current Password field, 'Type in a new password here' points to the New Password field, 'Type in the new password again' points to the Confirm Password field, and 'Click the Change Password button after filling out lines 1, 2 and 3' points to the Change Password button. The Oracle logo is at the top left.

16. Contact Us:



Call us at (802)828.6700 option 1, option 1
24-7



Email us as VTHR.Helpdesk@Vermont.gov

Monday-Friday 8:00 a.m. until 4:15 p.m.

(Holidays Excluded)