

Administrator – Change User’s EDC Password

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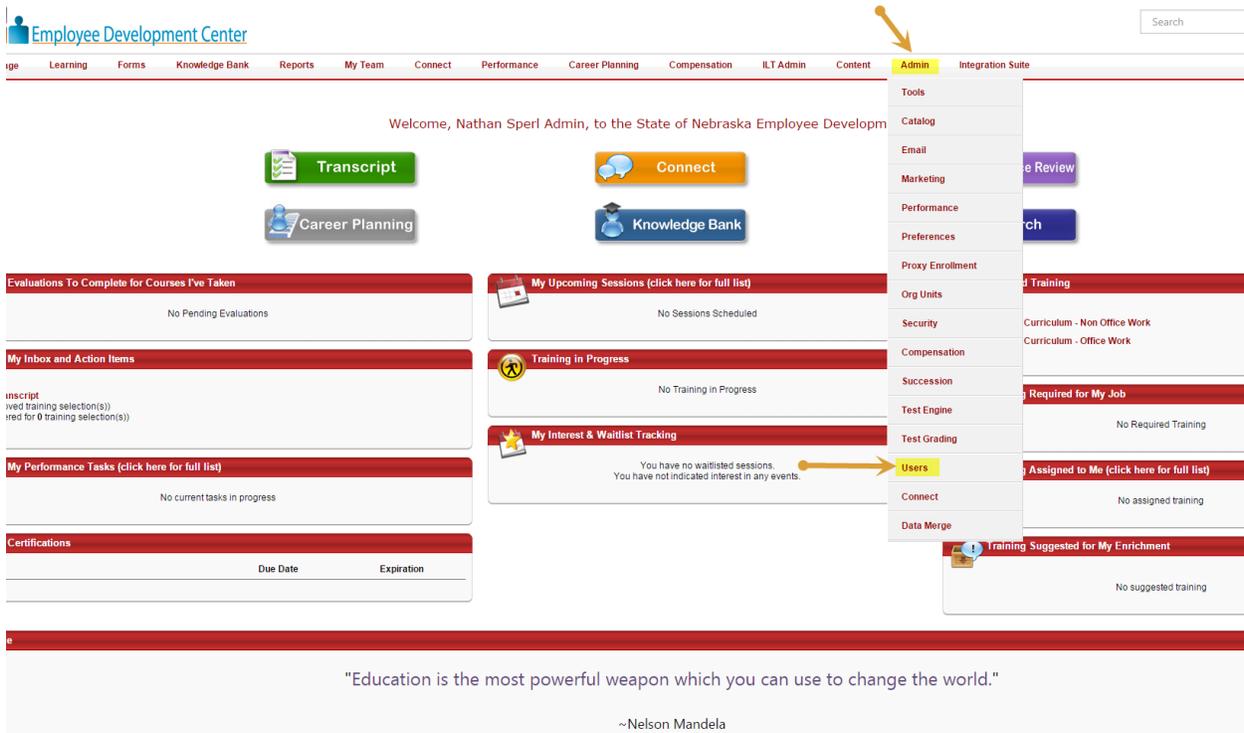
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PURPOSE

This is for Employee Development Center Administrators to change a password for their users.

CHANGING A USER’S PASSWORD

1. Click the Admin tab of the toolbar at the top of the screen in the EDC and select Users from the dropdown.



2. On the Search Users screen, enter the user’s last name, first name, user ID, or a combination of all three to find the employee (see screenshot on next page).

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- Click Search. Combining more information in the search will help narrow the results.

Employee Development Center

Home Page Learning Forms Knowledge Bank Reports My Team Connect Performance Career Planning Compensation ILT Admin Content Admin Integration Suite

On Friday, August 14, 2015 from 7:30 PM CST to 9:30 PM CST, your portal will be briefly unavailable due to a software update. x

Users

Use these boxes and pop-up menus below to define your search criteria.

Search Users

Last Name
First Name
User ID
User Name

Manager
Approver
Active

Select OU Criteria Create New Group

Search

Add User

- Find the user in the search results. Click the key icon under the Options column to the right of the user’s record. All of the same icons under options may not appear as shown below.

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Home Page Learning Forms Knowledge Bank Reports My Team Connect Performance Career Planning Compensation ILT Admin Content Admin Integration Suite

Users

Use these boxes and pop-up menus below to define your search criteria.

Search Users

Employee
First Name
User ID
User Name

Manager
Approver
Active

Select OU Criteria Create New Group

Search

Add User

SEARCH RESULTS

USER	USER NAME	USER ID	STATUS	IDENTIFIER	MANAGER	APPROVER	OPTIONS
Employee, Alex	testemployee	testemployee	Active	27 ROW Right of Way (Agency) *Not Applicable (Class Code) *Not Applicable (Job Code/Job Title) Chase Olson Admin (Manager)	Chase Olson Admin		🔑 📧 📞 📄 📅
Employee, John	testemployee	testemployee	Active	27 Bridge (Agency) CORR OFFICER (Class Code) CORR OFFICER (Job Code/Job Title) Jane Manager (Manager)	Jane Manager		🔑 📧 📞 📄 📅
Employee, Justin	jemployee	jemployee	Active	27 ROADS (Agency) STAFF ASSISTANT I (Class Code) STAFF ASSISTANT I (Job Code/Job Title) Justin Manager (Manager)	Justin Manager		🔑 📧 📞 📄 📅
Employee, Scooby	scooby1	scooby1	Active	State of Nebraska (Agency) *Not Applicable (Class Code)	Patty Steiner Admin		🔑 📧 📞 📄 📅

- On the Password Reset Options dialog box, click the second radio button that says “Define a temporary password. User will be prompted to reset password upon login.”

Password Reset Options

Send Forgot Password email. User must have an email address saved.

Define a temporary password. User will be prompted to reset password upon login.

OK Cancel

- Enter a password in the New Password field using the password criteria shown on the screen.
- Press tab, and then re-enter the same password in the Confirm Password field (see screenshot on next page).

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- Click Save. After saving, the screen will return to the User Search page.

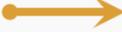
The new password must match the following criteria:

- * Passwords must contain both upper and lower case letters
- * Passwords must contain alpha and numeric characters
- * Passwords cannot have three or more consecutive same characters
- * Passwords cannot be the same as the previous 3 passwords
- * Passwords must be 8 - 20 characters
- * Passwords cannot have leading or trailing spaces
- * Passwords cannot be the same as the Username, User ID, or email address.

Change Password for Justin Employee

New password:

Confirm password:



TROUBLESHOOTING

USER DOES NOT APPEAR IN THE SEARCH RESULTS

- If the user does not appear in the search results, check the spelling of the user’s first and/or last name that was entered. Also, try to enter just the user’s employee ID.

PASSWORD ENTRY ERRORS

- If a password is entered into the system and the screen does not change, check the list of password criteria for one or more red lines. The EDC will specify which specific condition the password that was entered did not meet. To resolve this issue, try another password that accounts for that criteria.

The new password must match the following criteria:

- * Passwords must contain both upper and lower case letters
- * Passwords must contain alpha and numeric characters
- * Passwords cannot have three or more consecutive same characters
- * Passwords cannot be the same as the previous 3 passwords
- * Passwords must be 8 - 20 characters
- * Passwords cannot have leading or trailing spaces
- * Passwords cannot be the same as the Username, User ID, or email address.

Change Password for Justin Employee

New password:

Confirm password:

LINK HELP DESK CONTACT INFORMATION

The LINK Help Desk provides assistance for the following programs:

- The Employee Work Center
- The Employee Development Center

Email: as.linkhelp@nebraska.gov

Phone: 402.471.6234