



## VTHR Initial Log In and System Profile Set Up Process

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## Login Instructions for VTHR

The following pages will instruct you on how to locate, log in and access your personal information in VTHR.

To get started, open your browser, and enter in the following URL: <http://humanresources.vermont.gov/>

There are several ways employees can get to the VTHR log in page. One of the most common methods is through the Department of Human Resources' website. From the home page, click on the "VTHR Login Here" widget

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## Initial Log Into VTHR

The initial log in default password is:

- Your first name with the first letter capitalized
- Immediately followed by the middle 2 digits of your Social Security Number
- Immediately followed by your last name with the first letter capitalized
- Example: Pepper Potts, social security number 008-12-3456, Pepper12Potts

**Your default password will expire immediately when you sign into your account**

Back to DHR Home

**Sign In**

User ID

Password

**Sign In**

I Forgot My Password

1. Type in your 5-Digit Employee ID
2. Next, type in your default password.
3. Then click the sign in button.

Clicking on the Sign In button will bring you to the password expired page. Changing your password can be done in four simple steps, but before changing your password, review the VTHR password requirements listed below.

**Your password has expired.**

**Click here to change your password.**

Click on the **Click here to Change your password** link to go to the Change Password page

rights reserved.

## Pass Word Requirements

VTHR Password Requirements:

- must be a minimum of 8 characters' long
- must include at least one number
- should include at least one capital letter
- should not contain spaces

## Changing Your Password: Initial Log In

The initial log in password change process does required you to retype your default password.

1. Type in your current default password in the Current Password field.  
2. Type in the new password in the New Password field.  
3. Retype your New Password in the Confirm Password field.  
4. Click Change Password.

You will receive a confirmation that your password was changed successfully. Click **OK** to complete the process.

The screenshot shows the Oracle 'Change Password' form with fields for \*Current Password, \*New Password, and \*Confirm Password. A red box highlights the 'Change Password' button. A red arrow points from this button to a 'Password Saved' confirmation dialog box. The dialog box contains a checkmark, the text 'Your password has successfully been changed.', and an 'OK' button highlighted with a red box.

Finally, **Sign Out** of VTHR to complete the initial log in/Change Password process.

The screenshot shows the Oracle navigation bar with 'Favorites', 'Main Menu', 'Home', and 'Sign out' buttons. A red box highlights the 'Sign out' button, and a red arrow points from the text above to it.

When you click on Sign Out, you will be taken back to the Employee Self Service Sign-in page seen below.

## Logging In Post Initial Password Reset

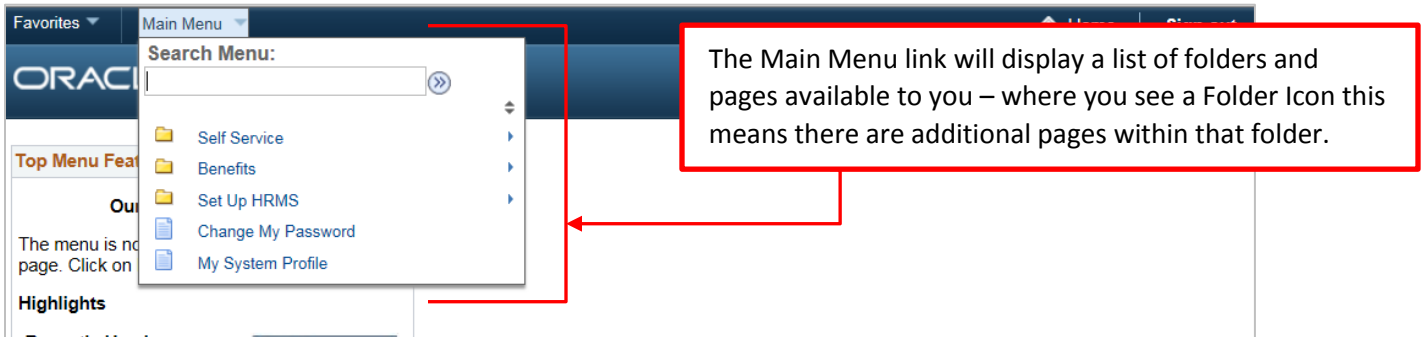
Now that you've completed the initial log in password reset process, you can now log in using your new password.

Sign into your account using your 5-digit Employee ID and your new password, then click **Sign In** to be logged into your VTHR account.

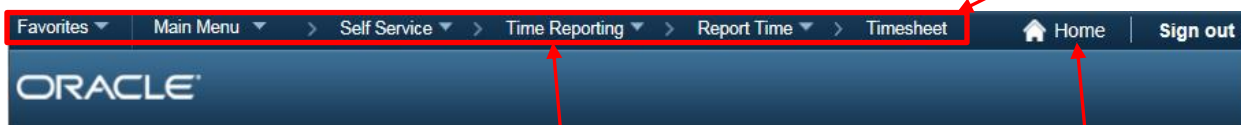
The screenshot shows the Vermont Department of Human Resources 'Sign In' page. It features the Vermont logo and 'Department of Human Resources State of Vermont'. There are input fields for 'User ID' and 'Password', and a 'Sign In' button highlighted with a red box. A red arrow points from the text above to the 'Sign In' button. A link for 'I Forgot My Password' is visible at the bottom.

## VTHR Home Page Navigation

Once logged into VTHR, you will be on the VTHR landing page also known as the Home page. From the Landing Page, you can navigate within your Employee Self Service account by clicking on the Main Menu link seen at the top of the screen.



When navigating through the sections or pages of your Employee Self Service account, a 'bread crumb' will appear at the top of the page.



### WARNING:

- When moving through the VTTH system, do not use your browser Back Button.
- Use the navigation links, called 'breadcrumbs' to get to different pages.
- If you ever get lost use the HOME link to start over.
- Always click "Sign out" instead of using the red "X" to close.
- Click the Sign out link.

## My System Profile & Forgotten Password Help for VTTH

There are passwords for everything these days, and sometimes we forget them. To make it easier to retrieve your password at a later date if you've forgotten it, you should set up your system profile before doing anything else in VTTH.

Log in to your VTTH Account

**Navigation:** Main Menu → My System Profile



The General Profile Information page will be displayed for you. This page contains your system profile email and houses the links to Change your password and/or set up forgotten password help.

General Profile Information

America, Captain

**Password**

Change password

Change or set up forgotten password help

**Email** Personalize | Find | First 1 of 1 Last

Primary Email Account	Email Type	Email Address
<input type="checkbox"/>		

Save

Begin by clicking on the **Change or set up forgotten password help** link.

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

In this screen, you can create a question and response.

Next, use the drop down menu to select one of the available personal questions.

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

- What is your favorite sport?
- What is your grandfather's first name?
- What is your mother's maiden name?
- What is your pet's name?
- What was the color of your first car?

Type the answer to the question in the "Response" field. Confirm your personal question and answer, then click **OK** to complete the process and return to the General Information Page.

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

Should you ever need a password in the future, the system will use the question you selected here as an identifying question to verify your account belongs to you when you click „I forgot my password“. The system will expect you to answer the question validating your answer when you click „I forgot my password“ against the Response you have given on this page.

**Note:** In order to receive the password reset notification from VTHR, your General Profile Information must include an email address.

**General Profile Information**

America,Captain

**Password**

Change password

Change or set up forgotten password help

**Email** Personalize | Find | [Print] | [Refresh] First 1 of 1 Last

Primary Email Account	Email Type	Email Address
<input type="checkbox"/>	[Dropdown]	[Text Field]

To begin, click the **Primary Email Account** box, this is a required check box. Select an Email Type. Click the down-arrow to see a list of values

Primary Email Account

Email Type [Dropdown]

- Blackberry
- Business
- Home
- Other
- Work

Save

Next, select from the drop down menu an **Email Type**.

Type in the email address where you would want a new password sent to. Review the email address, then click **Save** to complete the process.

Primary Email Account

Email Type [Home]

Email Address [captain.america@email.com]

Save

Your profile has been set up. If you ever forget your password, you will now be able to ask the system for a new one by clicking the link at the Employee Login page titled “I forgot my Password“.

**Note:** The forgotten password link will only work if you choose it BEFORE the 3rd attempt at login.



## VTHR Password Changes: General Instructions

At anytime, you have the ability to change your password. Follow the steps below to complete a password change. Note: this is not required as part of the initial log in process, these instructions are for your reference if you are already logged into VTHR and wish to change your password at that time.

1. Click the Main Menu button.
2. Click the Change My Password menu.
3. Enter the desired information into the Current Password field. Enter "password1".
4. Password Requirements:
  - a. Must be a minimum of 8 characters.
  - b. Must include at least one number.
  - c. Passwords expire every 90 days.
  - d. Passwords can never be reused.
5. Enter the desired information into the New Password field. Enter "12345678".
6. Enter the desired information into the Confirm Password field. Enter "12345678".
7. Click the Change Password button.
8. Click the OK button.