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

**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 VTHR 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

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.
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

Password example
Samuel LaFountain 000-44-0000 Rehired May 2018
  Samuel44Lafountain0518
Brent L’Smithe 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
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
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**
11. Setting up the Password Reset Tool cont.

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

- 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

- You will get an email from ERPNoreply@vermont.gov with your new password.
  - 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.
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 character
  - Examples: ! @ # $ % ^ &
- Example of a **valid** password
  - iloveSpring1
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)