

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

ORACLE PeopleSoft

User ID

Password

Select a Language

English

Sign In

Enable Screen Reader Mode
[I Forgot My Password](#)

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 a web browser window with the title 'Change Password'. The form contains the following fields and instructions:


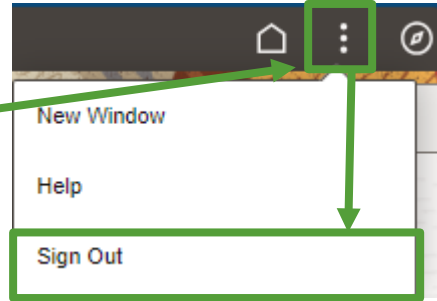
User ID	<input type="text"/>	Your Employee ID will show here
Description	<input type="text"/>	Your name will show here
*Current Password	<input type="password"/>	Type default password here
*New Password	<input type="password"/>	Type new password here
*Confirm Password	<input type="password"/>	Type new password again here
<input type="button" value="Change Password"/>		Click the Change Password button after filling out line 1,2, and 3



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

A screenshot of the ORACLE PeopleSoft login page. The page has a white background with the ORACLE PeopleSoft logo at the top. Below the logo are four input fields: 'User ID', 'Password', and 'Select a Language' (a dropdown menu with 'English' selected). At the bottom of the form is a black 'Sign In' button. Below the button are two links: 'Enable Screen Reader Mode' and 'Forgot My Password'. A green arrow points from the text 'Log back into your account with your brand new password' to the 'Sign In' button.

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

ORACLE PeopleSoft

User ID

Password

Select a Language

English

Sign In

Enable Screen Reader Mode
[I Forgot My Password](#)

Password example

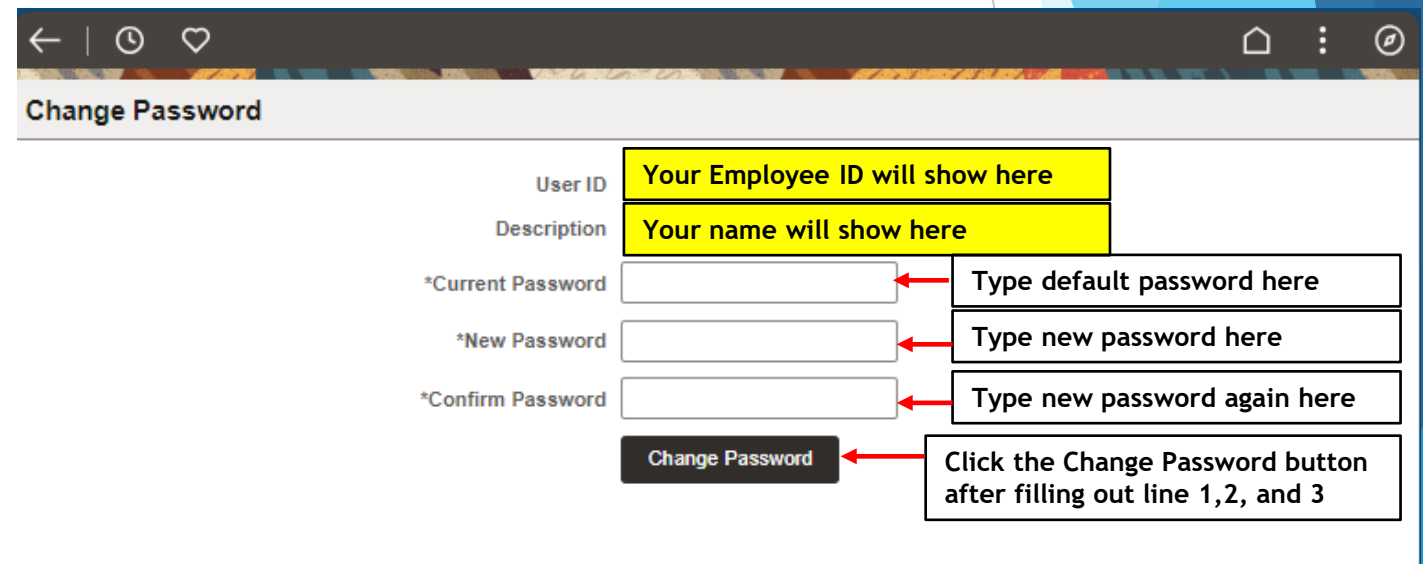
Samuel LaFountain 000-44-0000 Rehired May 2018
Samuel44Lafountain0518

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



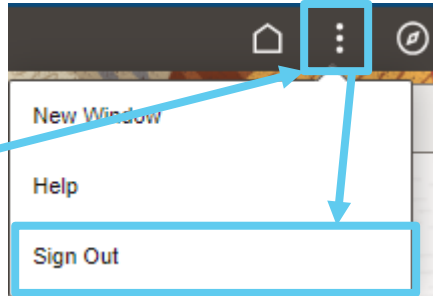
The screenshot shows a mobile browser interface for a 'Change Password' form. The form includes fields for 'User ID', 'Description', '*Current Password', '*New Password', and '*Confirm Password', along with a 'Change Password' button. Annotations with red arrows point to each field and the button, providing instructions on what to enter.

Field Label	Annotation
User ID	Your Employee ID will show here
Description	Your name will show here
*Current Password	Type default password here
*New Password	Type new password here
*Confirm Password	Type new password again here
Change Password Button	Click the Change Password button after filling out line 1,2, and 3



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

A screenshot of the ORACLE PeopleSoft login page. The page has a white background with the ORACLE PeopleSoft logo at the top. Below the logo are four input fields: 'User ID', 'Password', and 'Select a Language' (with a dropdown arrow). Below these fields is a black 'Sign In' button. At the bottom of the page, there are two links: 'Enable Screen Reader Mode' and 'I Forgot My Password'. A blue arrow points from the text in the list to the 'Sign In' button.

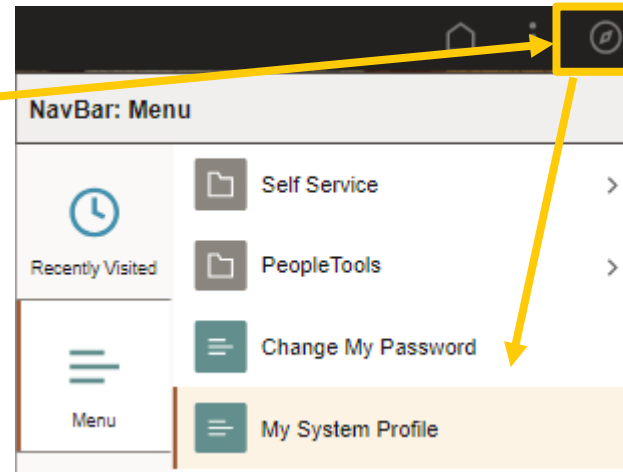
8. Password Reset Tool

- ▶ 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 it up in 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 three unsuccessful attempts to log in. Before your third attempt to login, request a password by clicking “I forgot my password.” If you wait until your account is locked, the password reset tool will not unlock your account; you will need to [contact the VTHR Help Desk](#) for assistance.

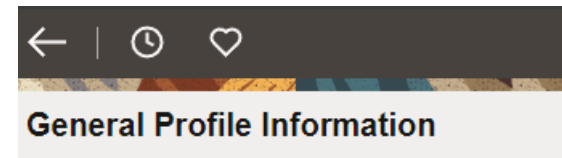


9. Setting up the Password Reset Tool

- ▶ Click Menu > My System Profile



- ▶ Click Security Question Setup



Your Name

Password

[Change password](#)
[Security Question Setup](#)



10. Setting up the Password Reset Tool cont.

- ▶ Select a Security Question

- ▶ Enter your response to the security question

- ▶ Click OK

Change or set up forgotten password help ×

[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



11. Setting up the Password Reset Tool cont.

- ▶ Enter an Email Address

- ▶ Select an Email Type

- ▶ Preferred to have your SOV email address

Email

Primary Email Account	Email Type	Email Address		
<input checked="" type="checkbox"/>	Business	DHR.TestWF@vermont.gov	+	-

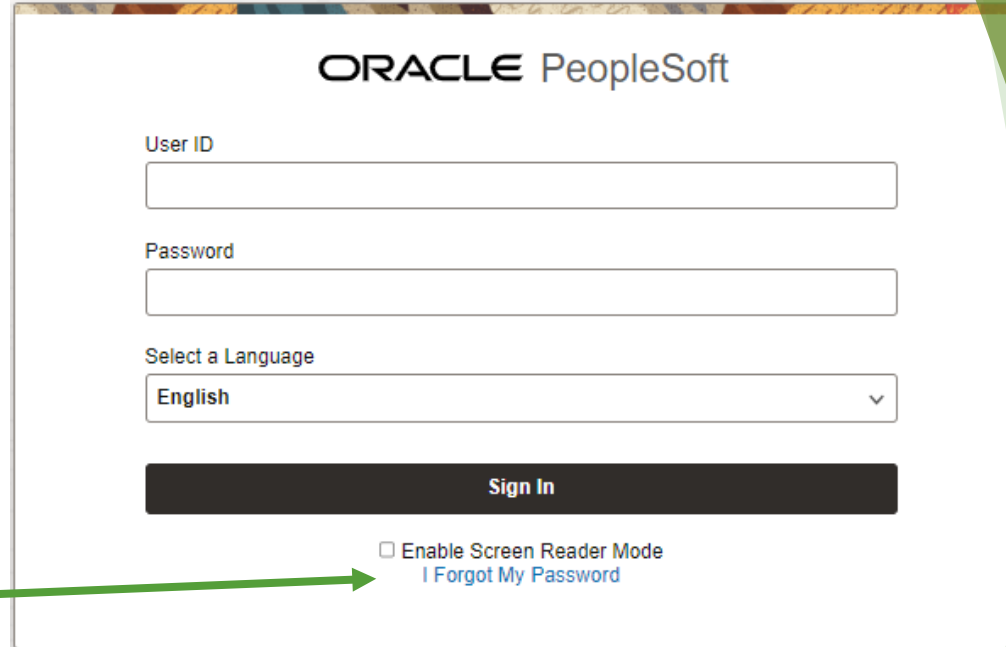
Save

- ▶ 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 three failed login attempts. Before you are locked out please Click **I Forgot My Password**
- ▶ Enter your Employee ID number in the **User ID** Field
- ▶ Click **Continue**



ORACLE PeopleSoft

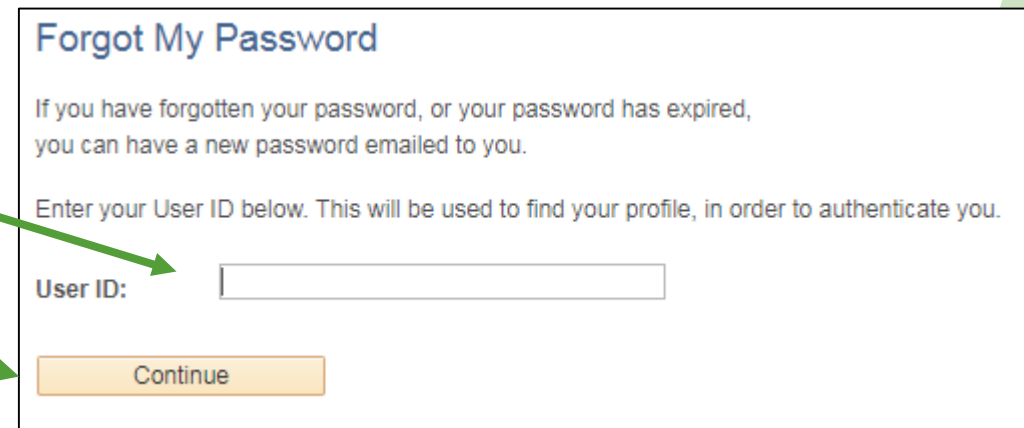
User ID

Password

Select a Language
English

Sign In

Enable Screen Reader Mode
[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

ORACLE PeopleSoft

User ID

Password

Select a Language

English

Sign In

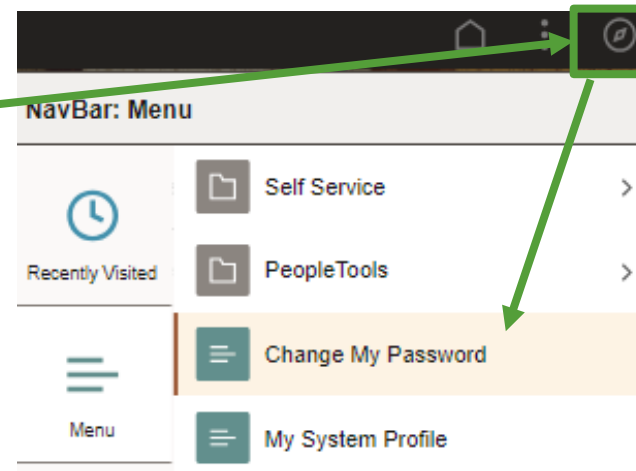
Enable Screen Reader Mode

[Forgot My Password](#)



15. Using the Password Reset Tool

- ▶ To Change your password click **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
 - ▶ Should contain at least one capital letter
 - ▶ Should contain at least one special charter
 - ▶ Examples ! @ # \$ % ^ &
 - ▶ Example of a *valid* password
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A screenshot of the 'Change Password' form. The form has a title bar 'Change Password' and a list of fields: 'User ID', 'Description', '*Current Password', '*New Password', and '*Confirm Password'. Below these fields is a 'Change Password' button. Annotations with red arrows point to each field and the button, providing instructions: 'Your Employee ID will show here' for User ID, 'Your name will show here' for Description, 'Type default password here' for *Current Password, 'Type new password here' for *New Password, 'Type new password again here' for *Confirm Password, and 'Click the Change Password button after filling out line 1,2, and 3' for the button.

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)