Quick Reference Guide

Managing your Password in MyID

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Wellstar HEALTH SYSTEM

Accessing MyID

Before starting any of the procedures below, type https://sspr.wellstar.org into your web browser to access **MyID**.

Activate your Account

Follow these steps to:

- Activate a new account.

- Reactivate an account renewed by a manager.
  Temporary accounts (i.e. contractors, vendors) expire every 90 days and must be approved for renewal by a manager before they can be reactivated.

1. Click [Activate Account].

2. Fill in the following fields:

3. Last Name

4. Date of Birth (MMDD)   *Ex.* 1015 for Oct. 15

5. Last 4 SSN

6. Click [Activate].

7. Click on **every** photo that contains **all or part** of the object stated at the top of the window.   *Example: Select all images with cars.*

8. Click in the box next to **I'm not a robot** and wait a few seconds.

    ⚠️ **Do NOT click** [✔ Verify]*. This button is a "trap" set for hacker robots and makes you start over.*
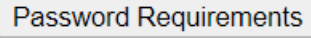
9. Set a new password when prompted.

    💡 *A list of password requirements is displayed at the top of the screen.*

Change your Password

1. Click [Change Password].

2. Fill in the following fields:

Field	Description
Username	Your Wellstar employee ID
Current Password	
New Password	Your new password must include the following:
Confirm New Password	- 8 – 40 characters - At least 1 number. - At least 1 special character (!, @, #, $, %, &, *) - At least 1 lowercase letter. - At least 1 uppercase letter. *To see a full list of restrictions, click* [Password Requirements]

3. Click [Submit].

Forgotten Password

1. Click [🔓 Forgotten Password].

2. Enter your username (Wellstar employee ID) and click [Q Search].

3. Enter the answers to your security questions and click [✔ Check Answers].

4. Set a new password when prompted.

5. 💡 *A list of password requirements is displayed at the top of the screen.*