County Human Resources Information System

Password Reset

If you have forgotten your password, click on the link 'Click here to reset'

Logon Help

| Personal information ➡ Confirmation |

Having trouble logging in?

Provide the following information to receive a new password

Logon ID: *

Last Name: *
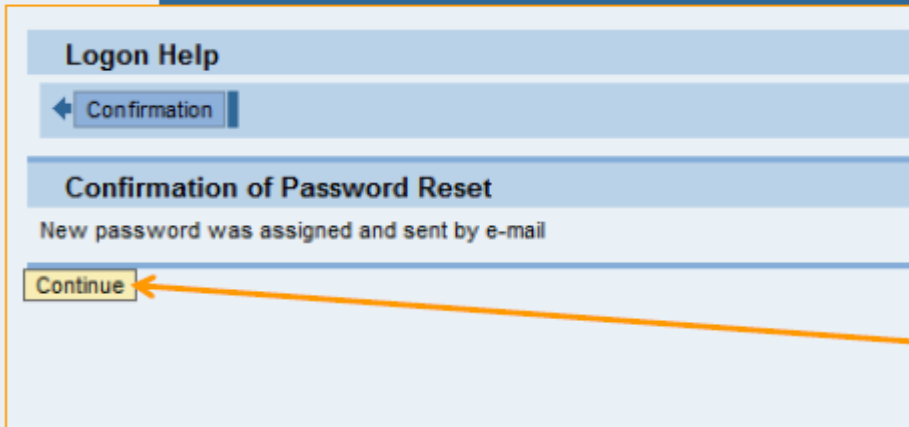
First Name: *

E-Mail: *

[Submit] [Cancel]

- **Enter your User ID, Last Name, First Name, and the e-mail address that is on file in the system.**

- *If you have not yet specified an e-mail address through the 'Personalize' link inside of ESS (or have no access to e-mail at all) you will need to call the BCIT service desk at 210-335-0222.*

- **Click the 'Submit' button**

CHRIS Central

Logon Help

← Confirmation

Confirmation of Password Reset

New password was assigned and sent by e-mail

Continue

When you see the 'Confirmation' screen, click 'Continue'. This will take you back to the ESS logon screen.

•Within a few minutes you will receive an e-mail containing your temporary password and instructions on how to logon.

CHRIS
Central

Please remember your password and <u>always</u> keep it secure!

For help with technical problems please contact the BCIT service desk at:

Phone: 210-335-0222

or

Ticket: https://bcitsm.service-now.com/sp

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