

SAP Password Self Service Guide – Reset Your Password

STEP 1

Connect to the SAP Portal and click on “**Password Forgotten**” [link](#).

Leave the “**User**” and “**Password**” fields blank.

If you do not know how to connect to the SAP Portal, contact your HR Administrator for assistance.

SAP NetWeaver

System:

Client:*

User:*

Password:*

Language: ▼

Accessibility

[Change Password](#) [Password Forgotten](#) **1**

[Click here to access your pay statement on a mobile device](#)

ECC Production:
SEP Client 200

If you require a password reset, please follow the instructions at
<https://nssb-webapps.gov.ns.ca/password-reset>

While Microsoft Internet Explorer is the recommended browser for

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SAP Password Self Service Guide – Reset Your Password

STEP 2A (OPTIONAL)

If you are looking for a copy of the document you are currently using, you can download it by clicking this [link](#).

STEP 2B

To **continue** with the self-service password reset process, click the “**CLICK HERE**” **button**.

The process for resetting your password has changed. The use of "challenge" or "security" questions has been removed.

For instructions on resetting your password, [CLICK HERE](#) **2A**

To continue with the password reset process, [CLICK HERE](#) **2B**

Le processus de réinitialisation de votre mot de passe a changé. L'utilisation de questions de sécurité a été supprimé.

Pour les instructions sur comment réinitialiser votre mot de passe, [CLIQUEZ ICI](#)

Pour passer à la réinitialisation du mot de passe elle-même, veuillez, [CLIQUEZ ICI](#)

SAP Password Self Service Guide – Reset Your Password

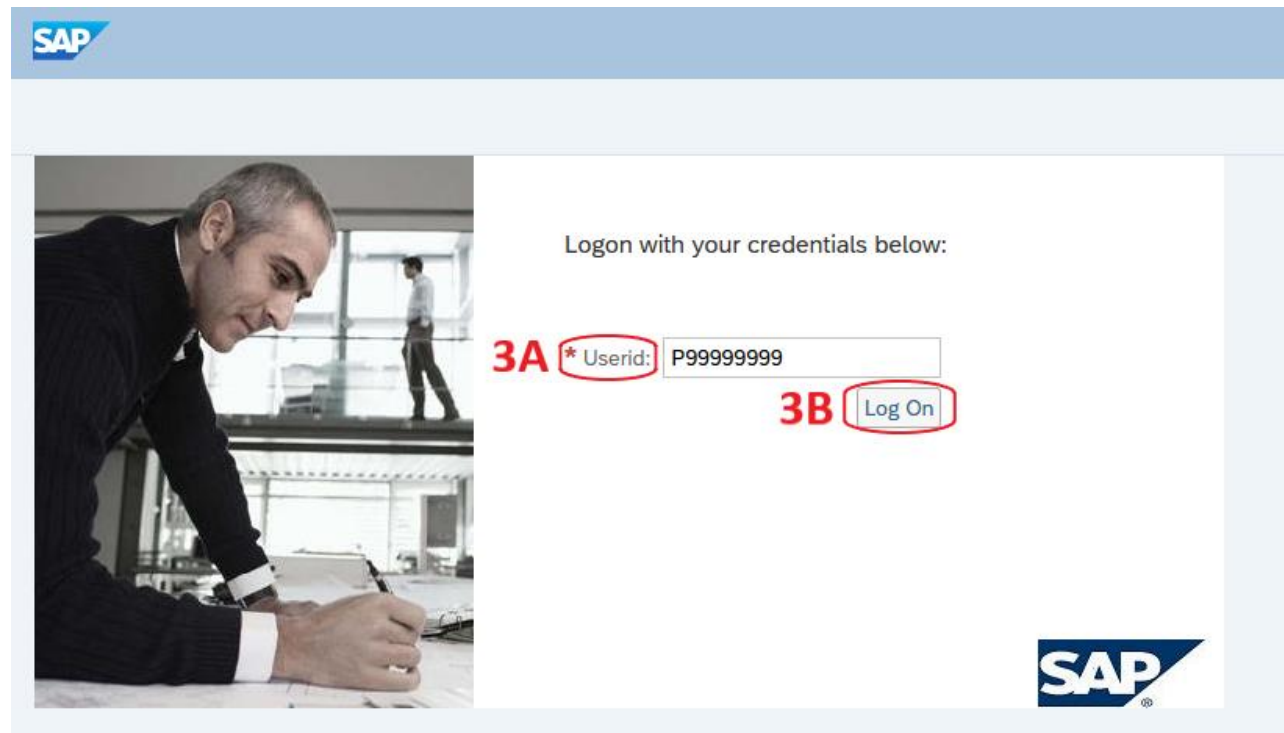
STEP 3A

Enter your Userid, which consist of a capital letter “P” and your 8-digit Employee Number (e.g., “P99999999”) in a “**Userid**” **field**.

Alternatively, enter your SAP ID in the “**Userid**” **field** if you have one.

STEP 3B

Click on the “**Log On**” **button**.



The screenshot displays the SAP login interface. At the top left is the SAP logo. Below it, a man in a suit is shown working at a desk. The main content area contains the text "Logon with your credentials below:". Below this text is a form with a label "* Userid:" and a text input field containing "P99999999". To the left of the label is a red "3A" annotation. To the right of the input field is a red "3B" annotation pointing to a "Log On" button. The SAP logo is also present in the bottom right corner of the page.

SAP Password Self Service Guide – Reset Your Password

STEP 4

To confirm your password reset, click the **“Submit”** button.

The screenshot displays the SAP Password Self Service interface for Step 1 (Select Systems). The page header includes the SAP logo and the title "Reset Password: Step 1 (Select Systems)". A progress indicator shows "1" in a circle, labeled "Select Systems". The user information is "User John Doe(P99999999)". Under the "Systems" section, there are "Add" and "Remove" buttons and a table with a "Name" column. The first row in the table is "SEPLNT200" and is selected with a radio button. At the bottom right of the page, a "Submit" button is highlighted with a red arrow and the number "4".

Name
<input checked="" type="radio"/> SEPLNT200
<input type="radio"/>
<input type="radio"/>
<input type="radio"/>

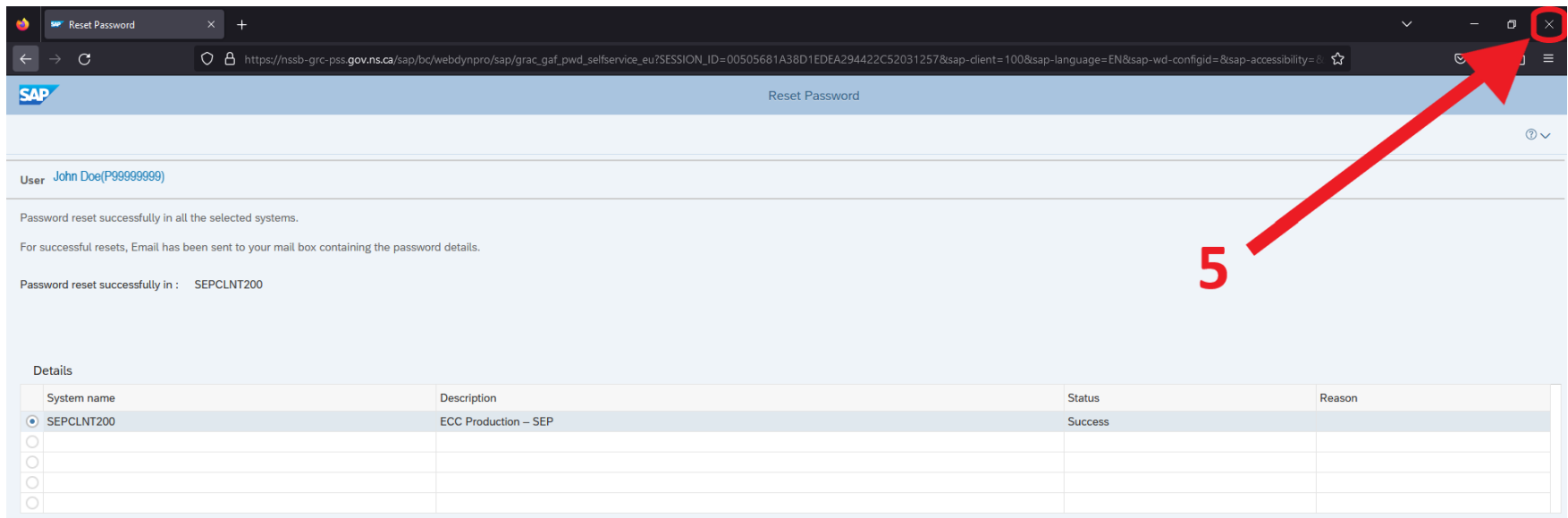
As of November 22, 2023

SAP Password Self Service Guide – Reset Your Password

STEP 5

That's it! Your password reset is now confirmed.

Click the “X” button at the top right-hand corner to close the window.



The screenshot shows a web browser window with the title "Reset Password". The address bar contains the URL: https://nssb-grc-pss.gov.ns.ca/sap/bc/webdynpro/sap/grac_gaf_pwd_selfservice_eu?SESSION_ID=00505681A38D1EDEA294422C52031257&sap-client=100&sap-language=EN&sap-wd-configid=&sap-accessibility=. The page content includes the SAP logo, the text "Reset Password", and a confirmation message: "Password reset successfully in all the selected systems. For successful resets, Email has been sent to your mail box containing the password details. Password reset successfully in : SEPLCLNT200". Below this is a table with the following data:

Details			
System name	Description	Status	Reason
<input checked="" type="radio"/> SEPLCLNT200	ECC Production – SEP	Success	
<input type="radio"/>			
<input type="radio"/>			
<input type="radio"/>			
<input type="radio"/>			

SAP Password Self Service Guide – Reset Your Password

STEP 6

A temporary password will be sent **immediately** to the email address that is registered for you in SAP.

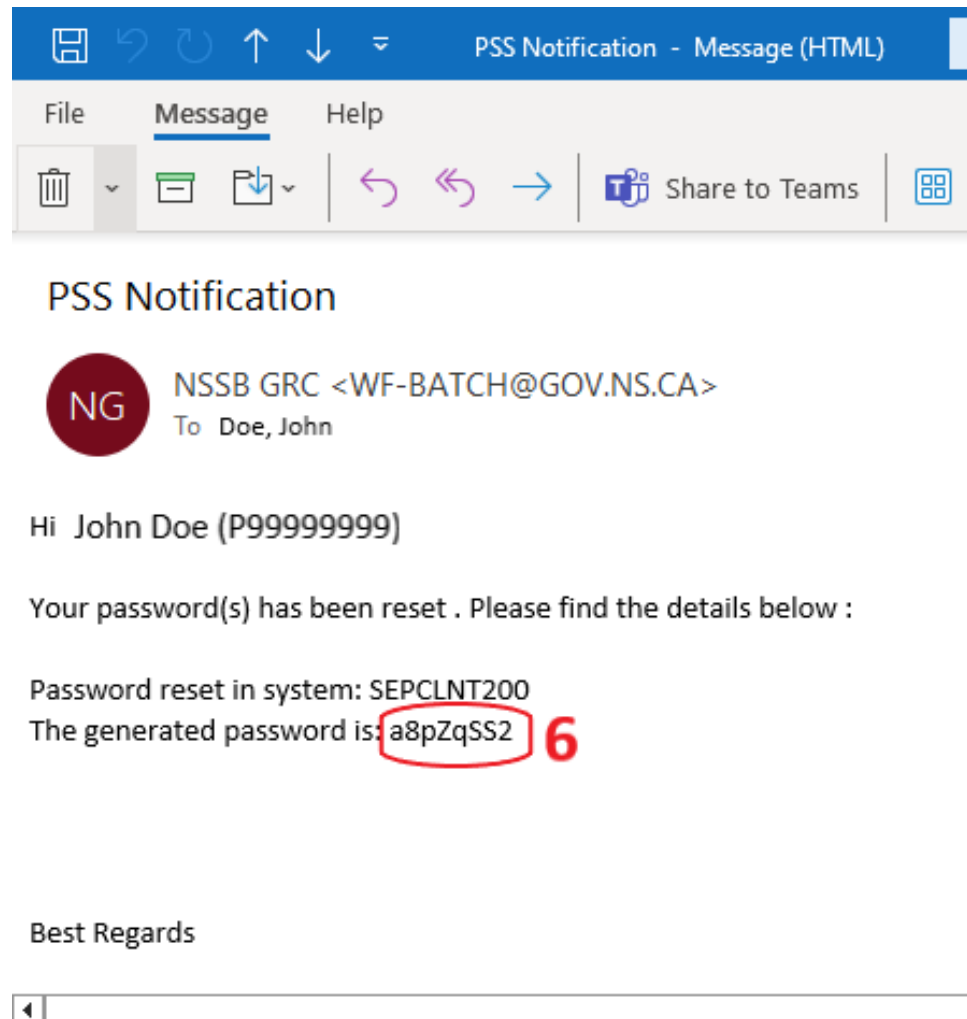
If you do not receive this email, please contact your HR department to determine what email is registered to you in SAP.

Open the email that has been sent to you and ***copy** your temporary password.

Direct entry of the temporary password is not recommended due to the chance of error.

- “copy and paste” instructions are available in **Appendix A**

As of November 22, 2023



SAP Password Self Service Guide – Reset Your Password

STEP 7A

Connect to the SAP Portal, and enter your Userid, which consist of a capital letter “P” and your 8-digit Employee Number (e.g. “P99999999”) or your SAP ID in a “Userid” field.

STEP 7B

Place the mouse arrow anywhere in the “Password” field and *paste the password that you copied in STEP 6 into the field.

Direct entry of the temporary password is not recommended due to the chance of error.

STEP 7C

Now, click on the “Log On” button to connect to SAP.

The screenshot shows the SAP NetWeaver login interface. The title is "SAP NetWeaver". The form includes the following fields and elements:

- System:** A dropdown menu with "SEP" selected.
- Client:*** A dropdown menu with "200" selected.
- User:*** A text input field containing "P99999999".
- Password:*** A text input field with a vertical cursor.
- Language:** A dropdown menu with "English" selected.
- Accessibility
- Log On** button (highlighted in yellow).

Red arrows point to these elements with labels:

- 7A** points to the Client field.
- 7B** points to the Password field.
- 7C** points to the Log On button.

Below the form, there are links: [Change Password](#), [Password Forgotten](#), and [Click here to access your pay statement on a mobile device](#).

At the bottom, it says: "ECC Production: SEP Client 200", "If you require a password reset, please follow the instructions at <https://nssb-webapps.gov.ns.ca/password-reset>", and "While Microsoft Internet Explorer is the recommended browser for".

The SAP logo is in the bottom left, and "Copyright © 2023 SAP SE. All rights reserved." is in the bottom right.

SAP Password Self Service Guide – Reset Your Password

STEP 8A

You now need to change your password from the temporary one. Place the mouse arrow in the “**Current Password**” field and *paste the temporary password (same process as STEP 7).

STEP 8B

Enter your new password in the “**New Password**” field. Your password must be at least 8 characters long, and contain at least 1 uppercase letter, 1 lowercase letter, and 1 number.

Re-enter the same new password in the “**Repeat Password**” field to confirm.

STEP 8C

Click “**Change**” button to complete the process.

The screenshot shows the SAP NetWeaver password reset page. At the top, it says "SAP NetWeaver" and "This is an initial password that must be changed". Below this, there are three input fields: "User:" with the value "P99999999", "Current Password:*" with masked characters, "New Password:*" with masked characters and an ellipsis, and "Repeat Password:*" with masked characters and an ellipsis. A yellow "Change" button is located below the "Current Password" field. At the bottom, it says "ECC Production: SEP Client 200" and provides a link for password reset instructions. The SAP logo and copyright information are at the bottom.

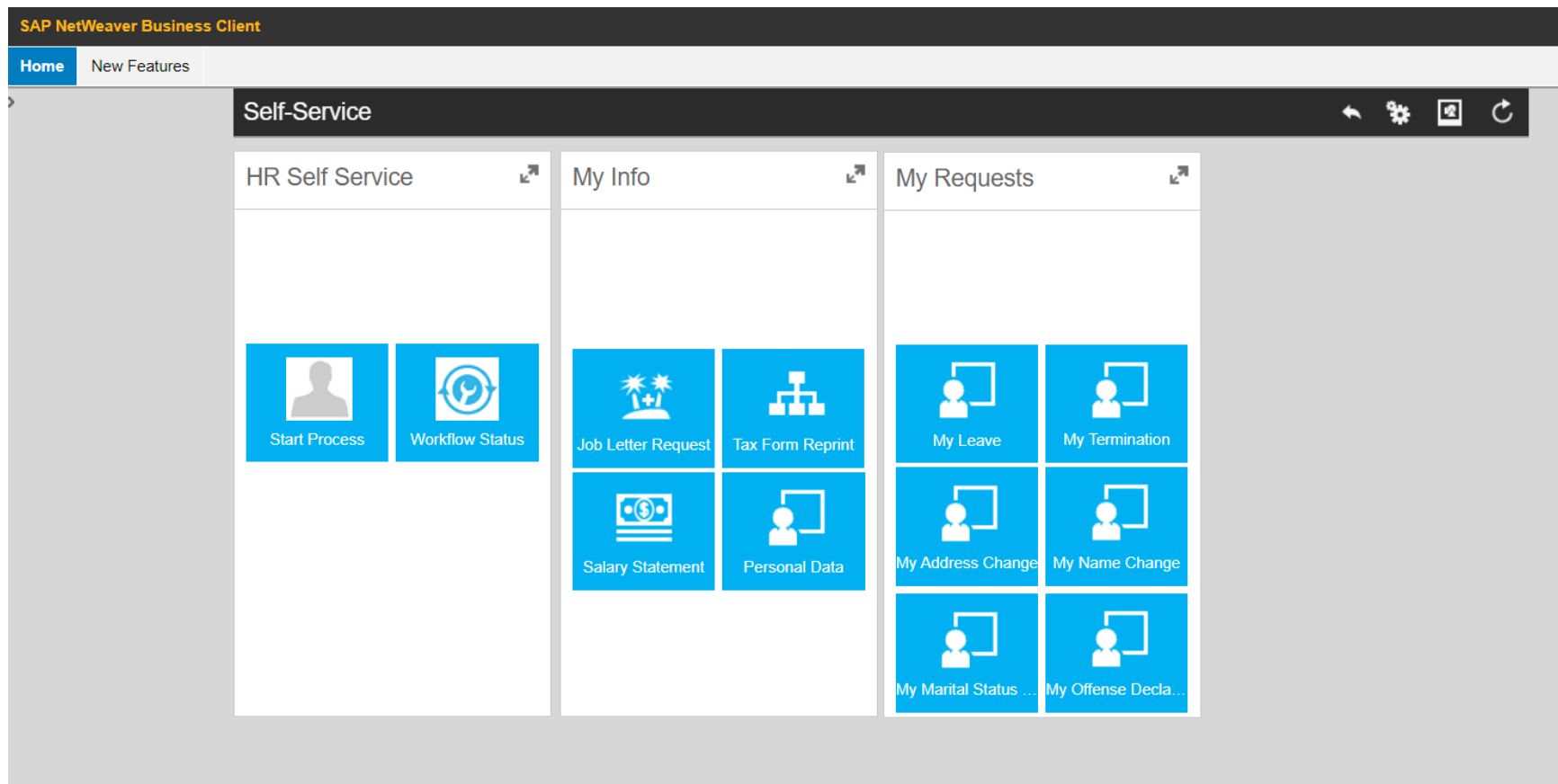
Annotations on the screenshot:

- 8A**: Points to the "Current Password" field.
- 8B**: Points to the "New Password" and "Repeat Password" fields.
- 8C**: Points to the "Change" button.

SAP Password Self Service Guide – Reset Your Password

SUCCESS!!!

Once you have successfully completed your password reset process, you can log into the Employee Self Service (ESS) system where you will be presented with the home screen as seen as below. If you require additional information regarding using ESS, you can access training material at <https://sapbsc.ednet.ns.ca/ess>, or you can contact your HR Administrator for further assistance.



As of November 22, 2023

SAP Password Self Service Guide – Reset Your Password

APPENDIX A

STEP A1 – COPY

Copy the temporary password by placing your mouse arrow at the first letter of the generated password and press and hold the **LEFT** mouse button down while dragging the cursor across the password, highlighting the password. With the entire word highlighted, lift your finger off the mouse button.

With the field highlighted, press and hold down the **“CTRL” key** (bottom left of keyboard), and while holding that key down, press and release the letter **“C” key**. Then, release the **“CTRL” key**. This will make an electronic copy of the password that you highlighted from your email. Be careful to only highlight the password and no extra characters or blank spaces.

STEP A2 – PASTE

Paste the temporary password by clicking your mouse arrow anywhere in the **“Password” field**, and then press and hold down the **“CTRL” key** (bottom left of keyboard), and while holding that key down, press and release the letter **“V” key**. Then, release the **“CTRL” key**. This will insert a copy of the password that you copied from your email.

