How to change your Epic password from home.
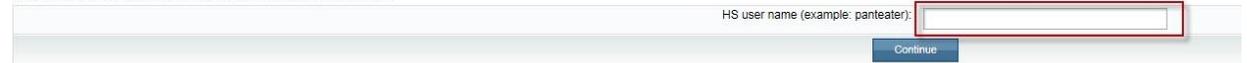
From your home computer, go to your internet web browser and type this address:
https://myaccount.hs.uci.edu/

1. Enter your HS account (UCInetID) in the box and click continue.

    HS Self-Service Password Manager Portal: Login

    This portal enables UC Irvine Health users to change and to synchronize Active Directory (Windows) and UCInetID passwords through a web interface. If this is your first time using this portal, you will need to complete the have enrolled previously, please login below to access your profile.

    HS user name (example: panteater): [   ]

    Continue

    For help, please see http://it.health.uci.edu/Security/Password-Manager.asp

2. Click **HS password**.

    HS Self-Service Password Manager Portal: Login

    Password Manager login options (choose one):
    HS password
    Answer security question
    Text a PIN code to my cellphone (Password Manager cellphone registration required. Standard texting rate applies)

    For help, please see http://it.health.uci.edu/Security/Password-Manager.asp.

3. Enter your HS Password then click Verify password.

    Enter password for HS: [   ]

    Verify password

    If you have never changed your password before, you were given a default password.
    (Otherwise enter your last known password.)

    The default password is:

    -Your birth year (all 4 digits)
    -Capital letter of your first name
    -Lower case letter of your last name
    -Your birth month if 2 digits.

Example: Your name is John Smith and you were born in 1980 in April. Your default password is:
1980Js04

If you were able to get through, sometimes the system will ask you to choose two questions and answers for security purposes.

4. Click **Change Passwords**:

HS Self-Service Password Manager Portal menu

Your last successful login was at 4/22/2019 9:47 AM .

Password Manager

My profile

Change passwords
Unlock accounts
Cellphone registration (for PIN code login)

5. Create your own password (enter twice). Make sure it meets the criteria listed. Click Change Passwords button.

Enter a new password:

The password must:
- have at least 8 characters
- have no more than 32 characters
- have both upper and lower case characters
- have at least 1 special characters (e.g. # $ @ ! %)
- have at least 1 digits
- have no more than 1 pairs of repeating characters
- allow old passwords after 180 days
- maximum password age (required to change every 90 days)

New password: _____

Confirm: _____

Change passwords

5. If you were able to change your password, you will see a "Yes" next to HS in the new window. This means that your newly created password was successful and is the password for your Epic access when you come to work at UC Irvine Health.

    If you have issues changing your password, call the **Help Desk at 714-456-3333**. They can reset your password. You will need to know your UCInetID (HS account) when you call them.