

# DATIS - Password Reset

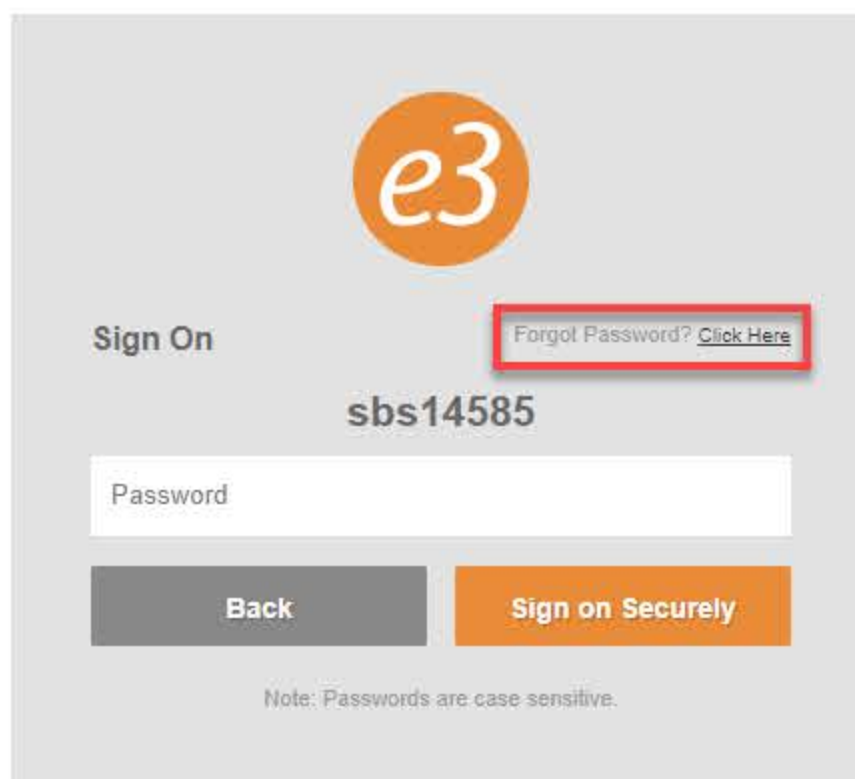
1



The screenshot shows the e3 Sign On page. At the top is the e3 logo. Below it, the text "Sign On" is displayed. A text input field contains the username "sbs14585". Below the input field is an orange button labeled "Next".

Enter your DATIS user name (sbs + employee ID #) > Click "Next":

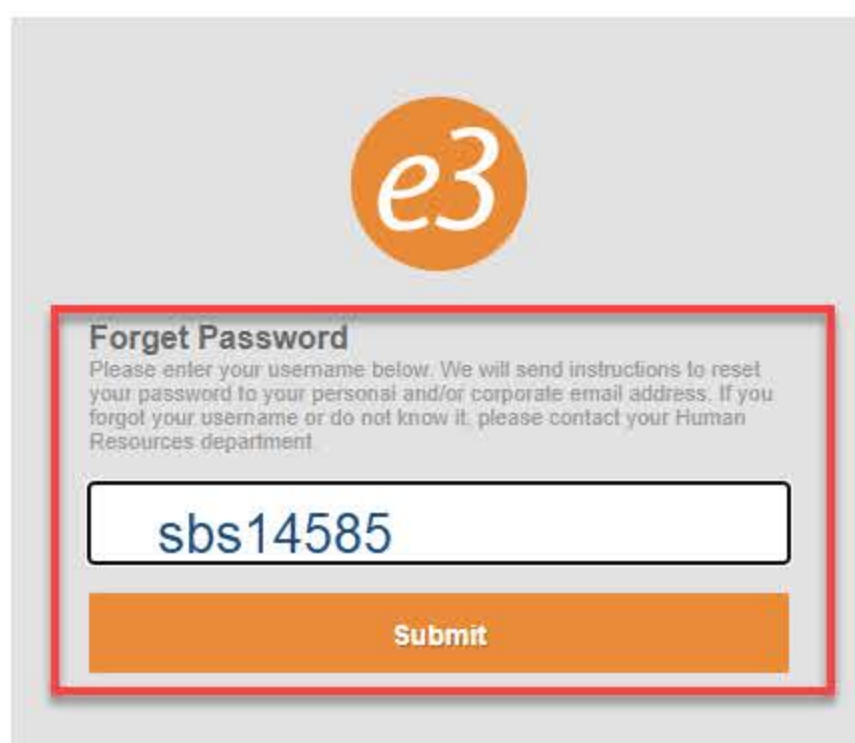
2



The screenshot shows the e3 Sign On page. The username "sbs14585" is entered. A link "Forgot Password? Click Here" is highlighted with a red box. Below the username field is a "Password" input field. At the bottom are "Back" and "Sign on Securely" buttons. A note at the bottom states "Note: Passwords are case sensitive."

Click link next to "Forgot Password"

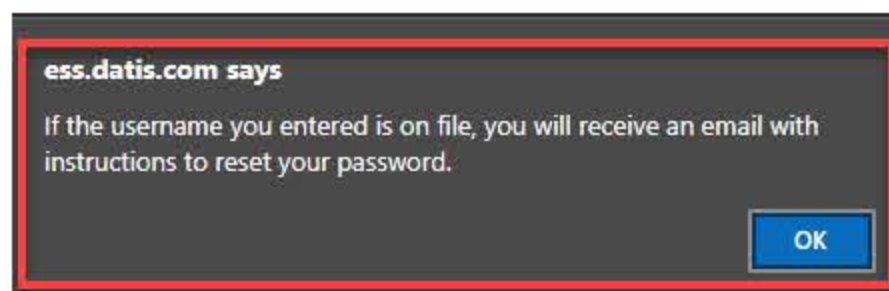
3



The screenshot shows the e3 Forget Password screen. The title is "Forget Password". Below the title is a text input field containing "sbs14585". Below the input field is an orange "Submit" button. The text below the input field reads: "Please enter your username below. We will send instructions to reset your password to your personal and/or corporate email address. If you forgot your username or do not know it, please contact your Human Resources department."

Enter your DATIS username - (sbs+ employee ID #). Ex. sbs14585

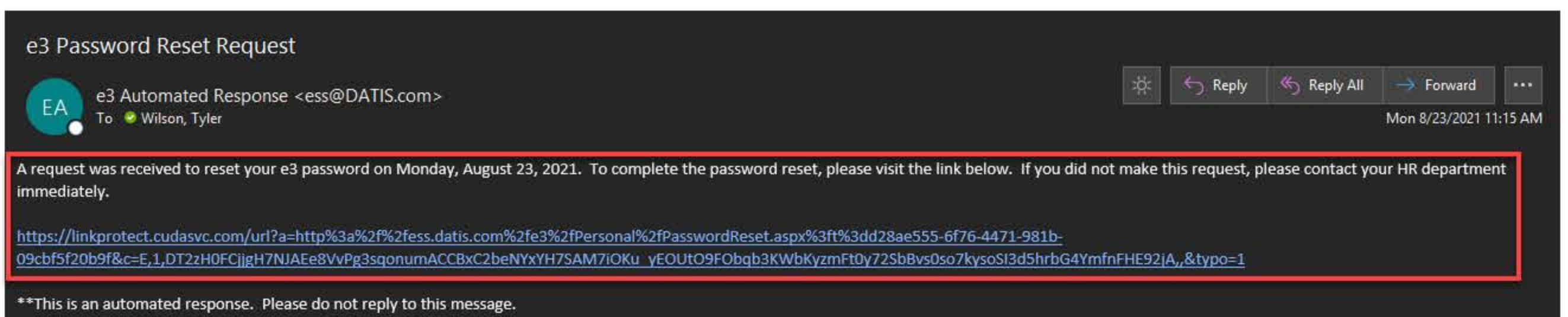
4



The screenshot shows a dialog box with the title "ess.datis.com says". The text inside reads: "If the username you entered is on file, you will receive an email with instructions to reset your password." There is an "OK" button at the bottom right.

Check your email for the password reset link

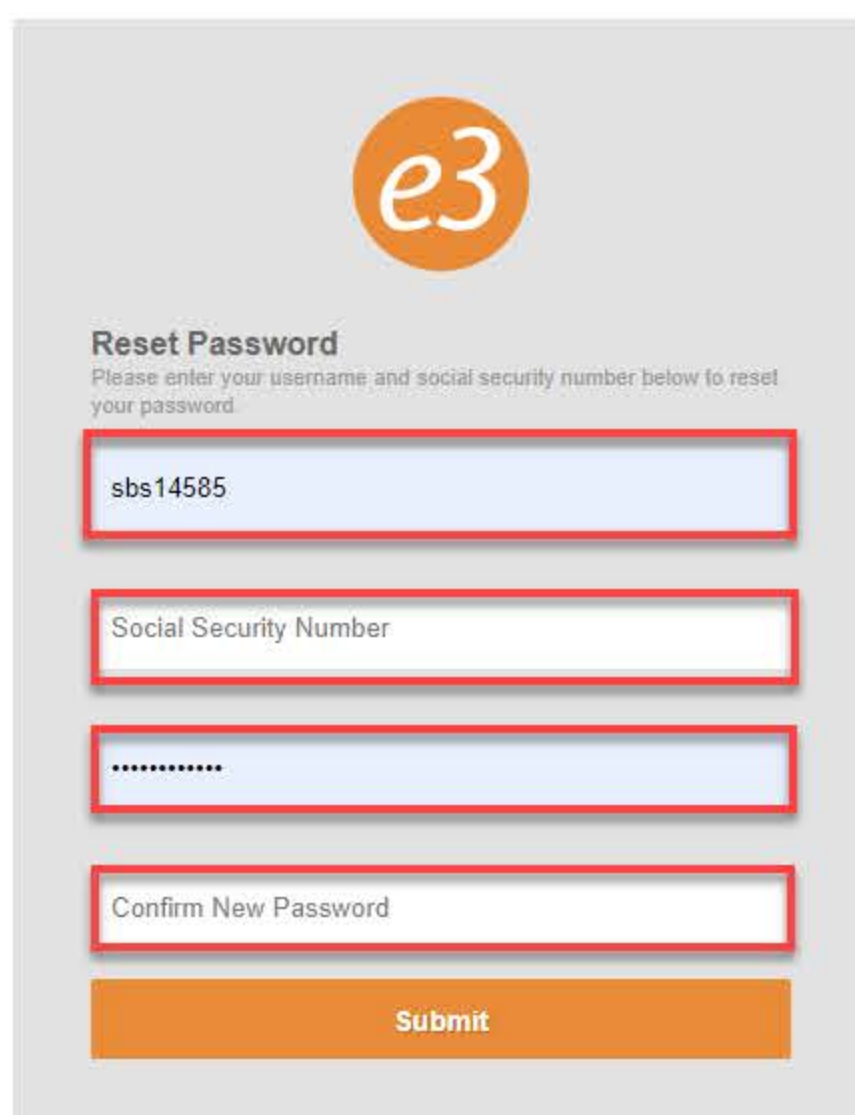
5



The screenshot shows an email titled "e3 Password Reset Request". The sender is "e3 Automated Response <ess@DATIS.com>" and the recipient is "Wilson, Tyler". The email body contains a red box with the following text: "A request was received to reset your e3 password on Monday, August 23, 2021. To complete the password reset, please visit the link below. If you did not make this request, please contact your HR department immediately." Below this is a long URL: "https://linkprotect.cudasvc.com/url?a=http%3a%2f%2fess.datis.com%2f%2fPersonal%2fPasswordReset.aspx%3ft%3dd28ae555-6f76-4471-981b-09cbf5f20b9f&c=E,1,DT2zH0FCjjgH7NJAEE8VvPg3sqonumACCBx2beNYxYH7SAM7iOKu\_yEOU09FObqb3KWbKyzmFt0y72SbBvs0so7kysoSI3d5HrbG4YmfnFHE92jA,&typo=1". At the bottom, it says "\*\*This is an automated response. Please do not reply to this message."

Click the link in your email

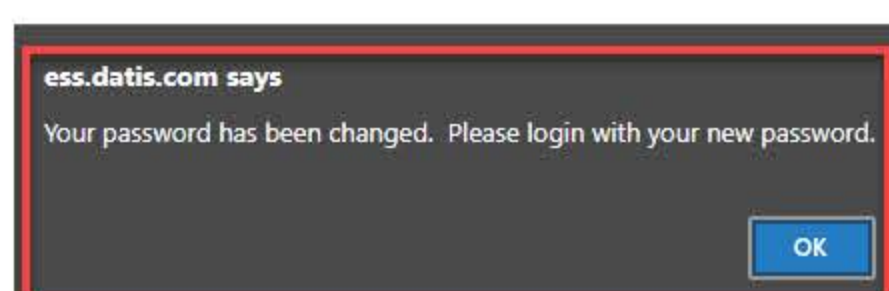
6



The screenshot shows the e3 Reset Password screen. The title is "Reset Password". Below the title is a text input field containing "sbs14585". Below that is a "Social Security Number" input field. Below that is a password input field with dots. Below that is a "Confirm New Password" input field. At the bottom is an orange "Submit" button.

Fill in the fields with the appropriate data > Hit "Submit"

7



The screenshot shows a dialog box with the title "ess.datis.com says". The text inside reads: "Your password has been changed. Please login with your new password." There is an "OK" button at the bottom right.

Password has been changed successfully > Click "OK"