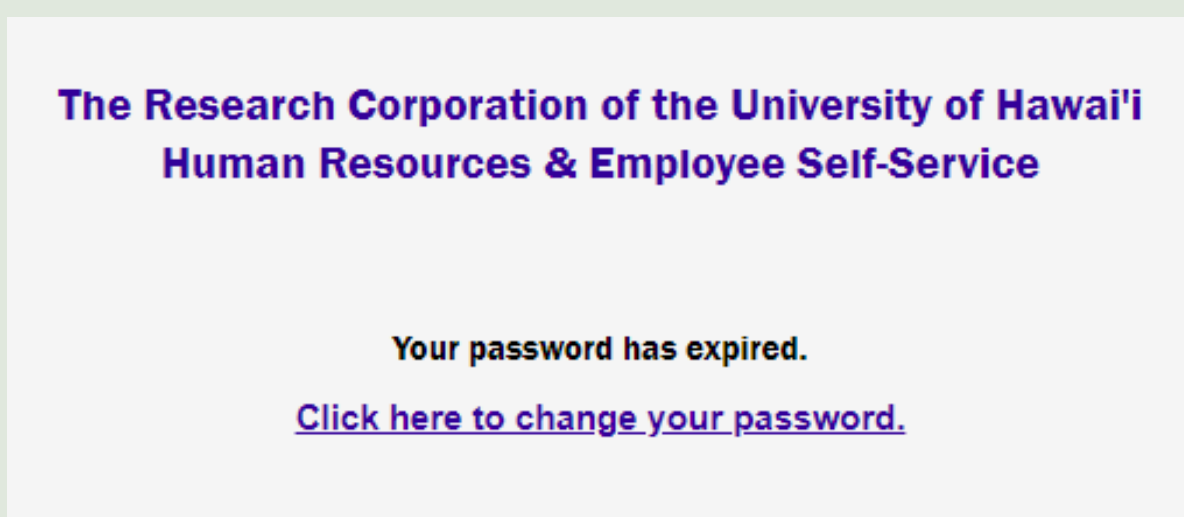**RCUH** Research Corporation of the University of Hawai'i

How to Reset an Expired Password

NOTE: if you do not have security questions set up in the system, please call 808-956-8900 for a manual reset.

1) Respond to the Expired Password Notice

Select "Click here to change your password."

The Research Corporation of the University of Hawai'i
Human Resources & Employee Self-Service

Your password has expired.

Click here to change your password.

2) Answer a Security Question

NOTE: Security question answers are not case sensitive in terms of uppercase/lowercase letters, but they require exact language based on what you've previously entered into the system.

User ID: ▬▬▬▬

Instructions

Please answer the following question below to change your password.

Question: [⌄]
Response: [   ]

Show Response

Go to Change Password

3) Reset Your Password

After entering your current password and new password, select "Change Password". You will then have to login & complete Duo two-factor authentication.

Change Password

User ID ▬▬▬▬
▬▬▬▬▬▬▬

*Current Password [   ]
*New Password [   ]
*Confirm Password [   ]

Password Requirements:
- must be at least 8 in length
- must contain at least 1 special character
- must contain at least 1 digit
- must contain at least 1 upper case
- must contain at least 1 lower case

Change Password

Return to Signon Page