

# MySCEmployee

powered by 

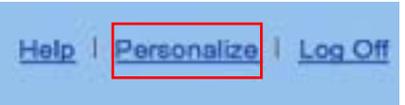
## Changing Your MySCEmployee Password

A user can change his or her MySCEmployee password at any time by following the steps below.



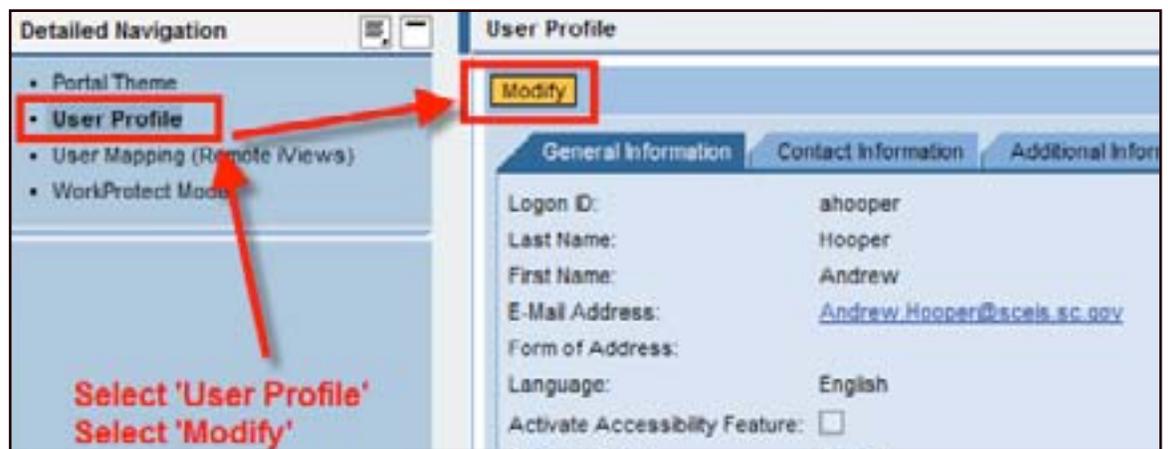
1. To change your password, log into MySCEmployee at <https://myscemployee.sc.gov>.

2. Once you are logged into MySCEmployee, click the **Personalize** link in the upper right corner of the page.

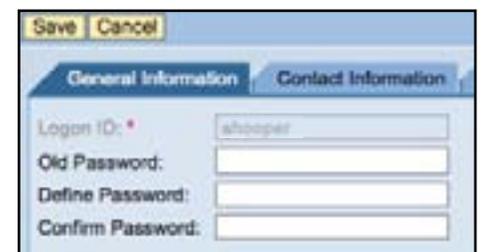


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3. On the left-hand side of the page, click the **User Profile** link. Make sure the **General Information** Tab is selected, then click the **Modify** button. A new browser window will open.



4. Enter your **Old Password** followed by your new password in the **Define Password** and **Confirm Password** fields, click the Save button then close the window. (Note: **Passwords must be at least 6 characters long and contain at least one numeric character and at least one alphabetic character.** The password policy requires MySCEmployee users to change their passwords every 90 days, and will only allow passwords to be reused after 6 unique password changes.)



**Note:** Please note that your new MySCEmployee password may also be the password for many other applications hosted by the Budget and Control Board Division of State Information Technology (Citrix, Email, etc.). If you use Business Warehouse or SRM, your password will not be impacted.