

# MySCEmployee

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## Resetting An Expired MySCEmployee Password

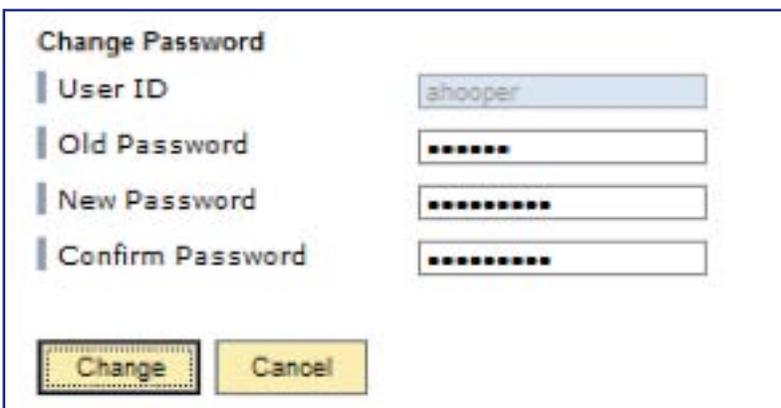
The first time a user logs into MySCEmployee, and anytime his or her password expires, they will be required to reset their password before gaining access to the system.



1. The first time you log into the system, or anytime your password has expired, after entering your **User ID** and **Password**, and clicking the **Log on** button on the login screen at <https://myscemployee.sc.gov>, you will be required to change your password before accessing MySCEmployee.



2. A box will display prompting you to enter your “old” password followed by a new password (twice). (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.