


Setting up your password reset for myPHSC

To access the SSPR:

Go to <https://mysspr.phsc.edu> and login with your current myPHSC Login ID and password.



Please Log In
PHSC Self Service Password Reset

Username


Current Password

☐ [Forgotten Password](#) Regain access to your account if you have forgotten your password.

☐ [Forgotten Username](#) Find your forgotten username.

To setup your security questions and responses:

- If you have never setup your security questions, you will be taken to the page to setup your security questions and responses.



Setup Security Questions
PHSC Self Service Password Reset

[Logout](#)

If you forget your password, you can access your account by answering your security questions.

Please choose your questions and answers that can be used to verify your identity in case you forget your password. Because the answers to these questions can be used to access your account, be sure to supply answers that are not easy for others to guess or discover.

Please type your security answers


— Please select a question item from the list —

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Once you set up the three (3) security questions and responses you click on Save Answers.



Setup Security Questions
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Please choose your questions and answers that can be used to verify your identity in case you forget your password. Because the answers to these questions can be used to access your account, be sure to supply answers that are not easy for others to guess or discover.

Your answers meet the requirements. Click Save Answers when ready.

What is the name of your favorite pet?

.....

What is your partner's nickname?


.....

What city / town were you born in?

.....

Save Answers

The next step requires you to confirm your responses. You must Confirm your information in order for the information to be saved in the SSPR.



Confirm Security Questions
PHSC Self Service Password Reset

Logout

Be sure your answers and questions are correct. Check the spelling and punctuation. If you are unable to remember your password, you will be able to access your account by supplying the answers to these security questions.

What is the name of your favorite pet?

What is your partner's nickname?

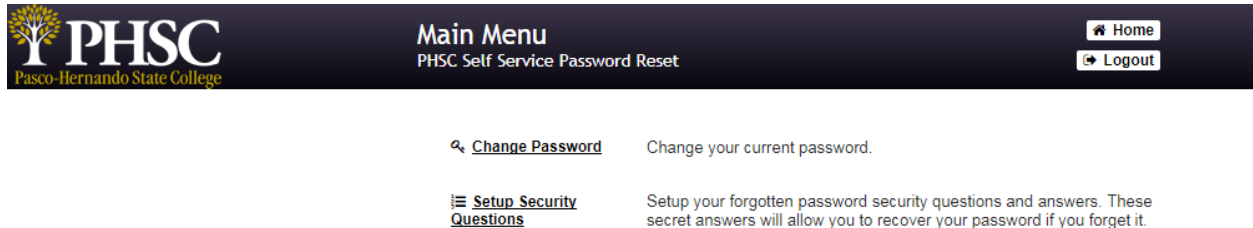
What city / town were you born in?

Confirm Security Answers

Go Back

You can then click Continue to go back to the Home Page.

- If you have setup your security questions and would like to modify them, after you login you will select Setup Security Questions in the menu.



We also suggest that you change your password to ensure your PHSC account is secure. You can change your password by clicking on Change Password from the Main menu after logging in. You will need to change your password every 60 days.

Once your security questions and responses are setup, you will be able to use the Forgot password function to reset your password. To do this:

- Select the Forgot Password link on the login page and the follow the directions.
- Answer your secret question using the information you provided when first setting up your account.