z/Pass Quick Guide
Change Your Password to a Passphrase
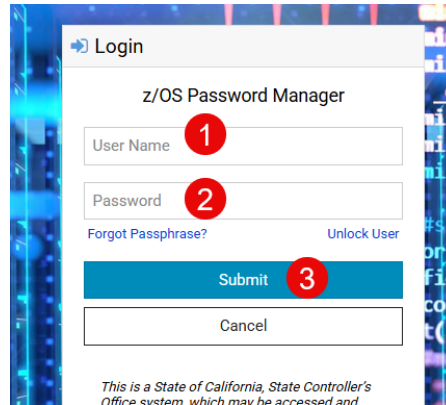
Step 1 – Access z/Pass

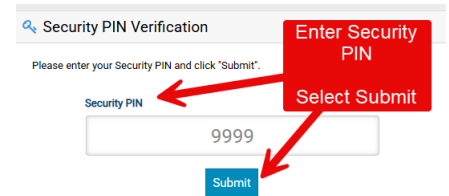z/Pass link:
https://zpass.sco.ca.gov
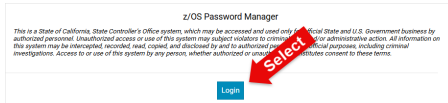
Select the **Login** button
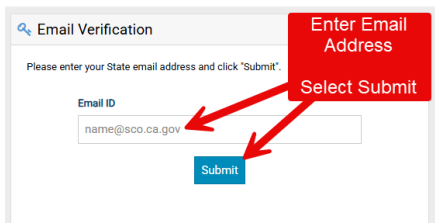
Step 2 – Enter Credentials

1. **Enter** your **User ID**
2. **Enter** your current **Password**
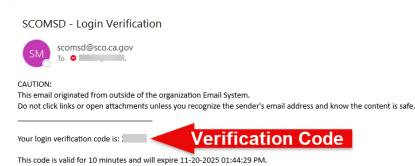3. Select **Submit**

Step 3 – Enter Security Pin

Enter your **Mainframe Security PIN** and select **Submit**
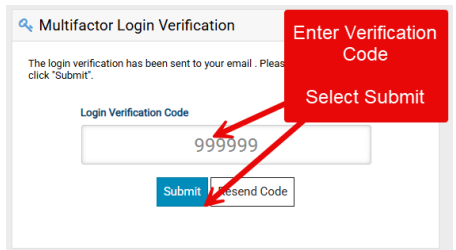
Step 4 – Validate Email, Part 1 of 2

Enter your **Email Address** and select **Submit**

Step 5 – Validate Email, Part 2 of 2

Receive email, **note** the **Verification Code**

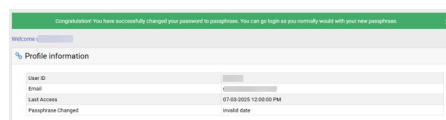### Step 6 – Enter Verification Code

Enter the **Verification Code** and Select **Submit**

Step 7 – Set up new Passphrase
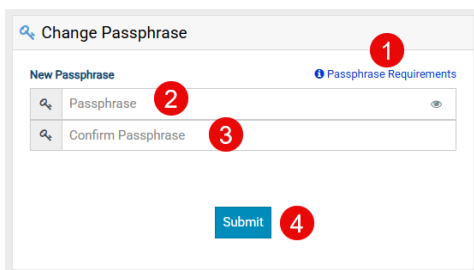
1. **Select Passphrase Requirements link**, review, and close window
2. **Enter** your new **Passphrase**
3. **Re-enter** your **new Passphrase**
4. Select **Submit**

Step 8 – Success!

You have successfully changed your password to a passphrase.

Please login as you normally would with your new passphrase.

If assistance is required, please contact the ISO at:

SCO Mainframe Service Desk
scomsd@sco.ca.gov