

z/Pass Quick Guide

Change Your Password to a Passphrase

Step 1 – Access z/Pass

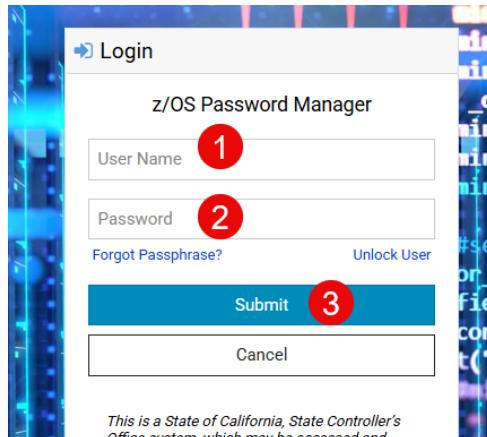
z/Pass link: <https://zpass.sco.ca.gov>



The image shows the z/OS Password Manager login page. At the top, there is a notice: "This is a State of California, State Controller's Office system, which may be accessed and used only for official State and U.S. Government business by authorized personnel. Unauthorized access or use of this system may subject violators to criminal and/or administrative action. All information on this system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Access to or use of this system by any person, whether authorized or unauthorized, constitutes consent to these terms." Below the notice is a "Login" button. A red arrow points to the "Login" button with the text "Select" above it.

Select the **Login** button

Step 2 – Enter Credentials



The image shows the z/OS Password Manager login form. It has fields for "User Name" (marked with a red circle 1) and "Password" (marked with a red circle 2). Below the password field is a "Forgot Passphrase?" link and an "Unlock User" link. At the bottom are "Submit" and "Cancel" buttons (the "Submit" button is marked with a red circle 3). A red arrow points to the "Submit" button with the text "Select" above it.

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

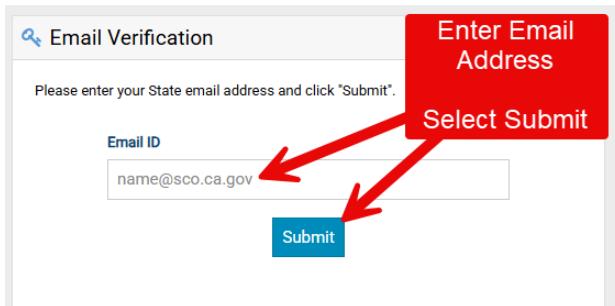
Step 3 – Enter Security Pin



The image shows the Security PIN Verification form. It has a "Security PIN" input field containing "9999" and a "Submit" button. A red box highlights the "Enter Security PIN" text above the input field, and a red arrow points to the "Enter Security PIN" text. Another red box highlights the "Select Submit" text above the "Submit" button, and a red arrow points to the "Select Submit" text.

Enter your **Mainframe Security PIN** and select **Submit**

Step 4 – Validate Email, Part 1 of 2

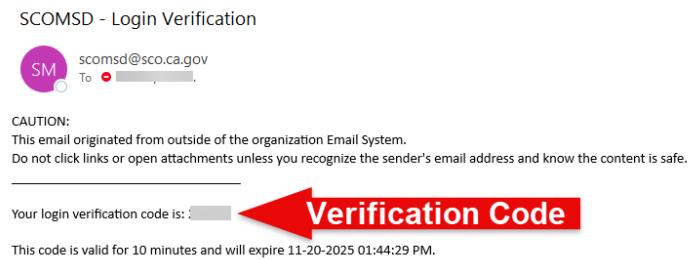


Enter Email Address

Select Submit

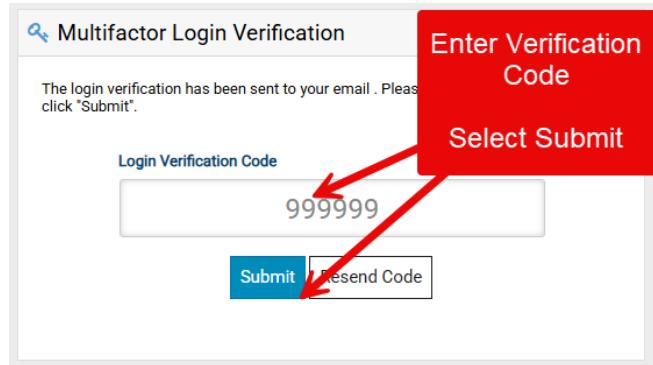
Enter your Email Address and select Submit

Step 5 – Validate Email, Part 2 of 2



Receive email, note the Verification Code

Step 6 – Enter Verification Code



Enter Verification Code

Select Submit

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