

z/Pass Quick Guide

Reset a Passphrase

Step 1 - Access z/Pass

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

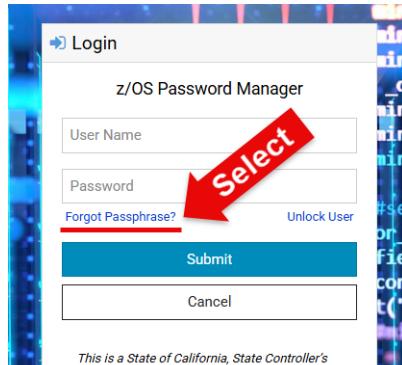


This is a State of California, State Controller's Office system, which may be accessed and used only for official State and U.S. Government business by authorized personnel. Unauthorized access or use of this system may subject violators to criminal and/or administrative action. All information on this 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.

Login

Select the **Login** button

Step 2 - Forgot Passphrase

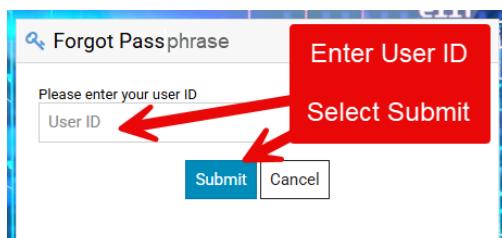


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Forgot Passphrase?

Select **Forgot Passphrase**

Step 3 – Enter User ID



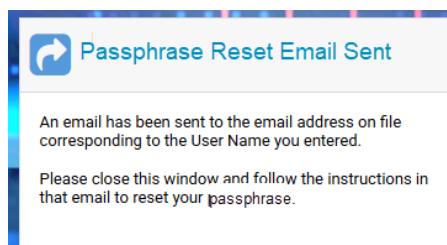
Please enter your user ID

User ID

Submit **Cancel**

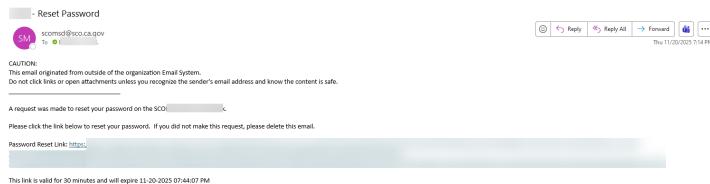
Enter your **Mainframe User ID** Select **Submit**

Step 4 – Reset Email Sent



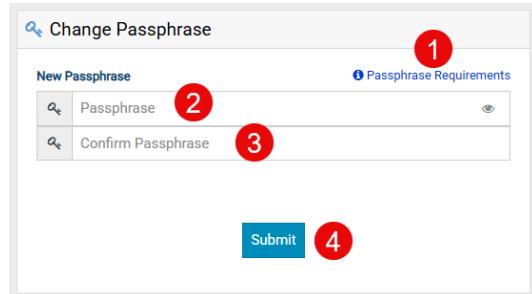
Check your **email** in-box for a **Reset Password** email

Step 5 – Email and Link Received



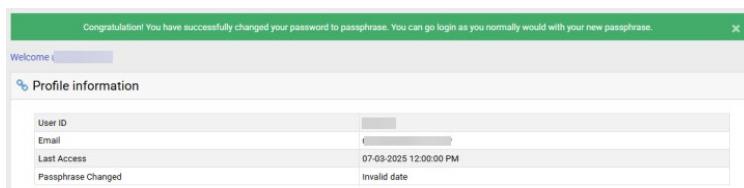
Click on the Password Reset Link

Step 6 – Set up new Passphrase



1. Select Passphrase Requirements link to review requirements
2. Enter your new Passphrase
3. Re-enter your new Passphrase
4. Select Submit

Step 7 – Success!



You have successfully changed your passphrase.
Please login with your new passphrase.

If assistance is required, please contact the ISO at:
SCO Mainframe Service Desk scomsd@sco.ca.gov