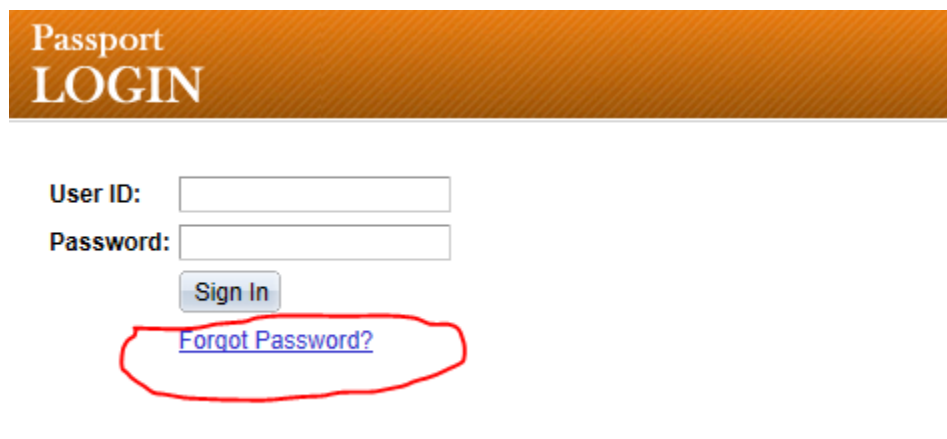


How to Retrieve Your User ID and initial Password

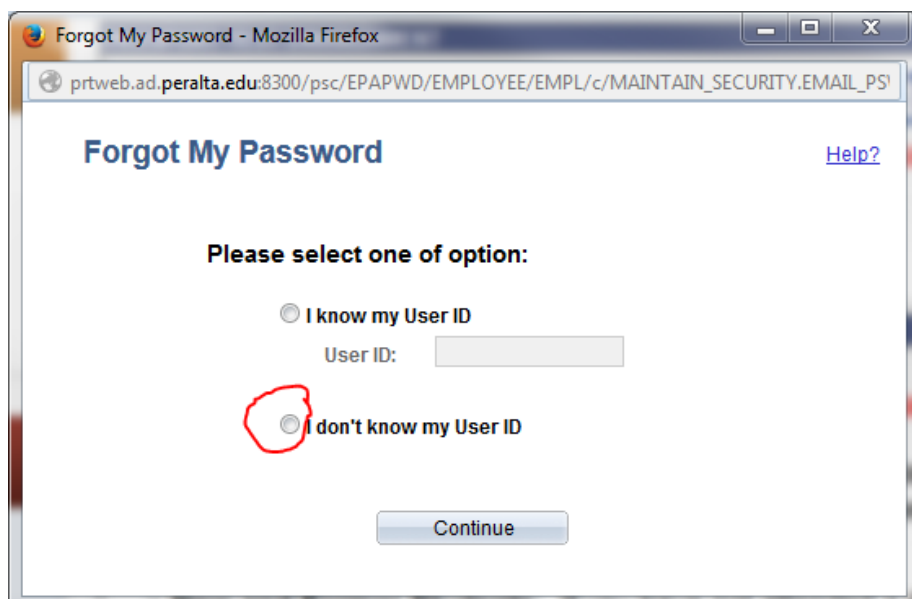
The initial Password is valid only if you have not changed your PASSPORT password or retrieved your PASSPORT password by email. If you have set up your Security Question and Answer, please see the instruction on How to Retrieve Password my Email.

- a) Go to Peralta Passport Home page
- b) Click the "Forgot Password?" link



The screenshot shows the top section of the Passport LOGIN page. It features an orange header with the text "Passport LOGIN". Below the header, there are two input fields: "User ID:" and "Password:". A "Sign In" button is positioned below the password field. A blue link labeled "Forgot Password?" is located below the "Sign In" button and is circled in red.

- c) Please select the "I don't know my User ID" option and click Continue



The screenshot shows a browser window titled "Forgot My Password - Mozilla Firefox". The address bar displays the URL: "prtweb.ad.peralta.edu:8300/psc/EPAPWD/EMPLOYEE/EMPL/c/MAINTAIN_SECURITY.EMAIL_PS". The page content includes the heading "Forgot My Password" and a "Help?" link. Below the heading, the instruction "Please select one of option:" is followed by two radio button options: "I know my User ID" and "I don't know my User ID". The "I don't know my User ID" option is circled in red. A "User ID:" label and an input field are visible below the first option. A "Continue" button is located at the bottom of the page.

- d) Enter your SSN number or Campus ID and Date of Birth. Click the “Get My Info” button to see your User ID and Password. (Note: **You will only see your User ID if you reset your password before**)

Retrieve User ID

Instructions

1. Enter your Social Security number or Campus ID
2. Enter your date of birth (mm/dd/yyyy)
3. Click "Get My Info"
4. Note your User ID and Password
(You will only see your User ID if you had reset your password)
5. Return to Passport Login
6. Enter your information and click "Sign In"

Account Information

*SSN or Campus ID:

*Date of Birth:



(Click the Calendar Icon)

Get My Info