

Baylor Payroll Instructions

New Employee Using Bear Web for the First Time – Setting up Password and Pin

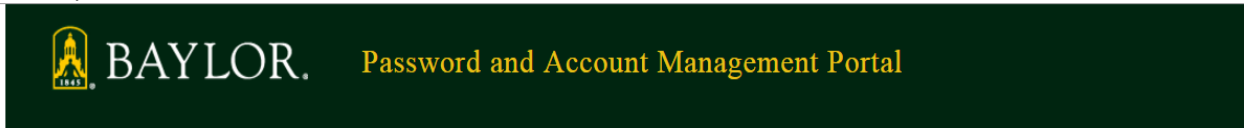
1. Baylor’s Information Technology Services will email you your **User ID**, **Authorization Code**, and **Baylor ID Number** to the email address that you gave them when filling out your new hire paperwork. When you receive both of those, you can begin activating your Bear ID/password and getting your Pin so you can log into Bearweb and access your email.
 - a. In order, you will need your **User ID** first, your **Authorization Code** second, and your **Baylor ID Number** last.
 - i. If you do not receive any of the above, you will need to call the ITS Help Desk at 254-710-4357
2. The first step is setting up your password. Go to this website:
<https://bearid.baylor.edu/identity/self-service/bay/kiosk.jsf>
 - a. Using the **User ID** that was sent to you by ITS, enter it into: “Enter your Identity user name.” Then click Submit to go to Step 2.

1 Enter your Identity user name

User ID: ← 1

[Send a password reset PIN to my cell phone or Baylor Email Address](#)
[Forgot your User ID?](#)

- b. On step 2, click the first button. Then click next



Forgot your Password?

No worries. You may quickly and securely reset forgotten passwords to your accounts.

1 Enter your Identity user name

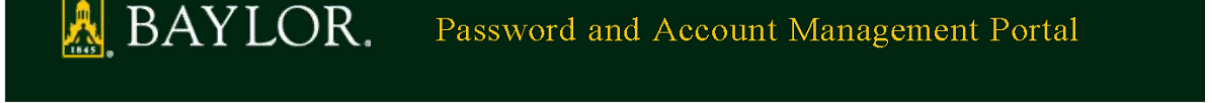
2 Verify your identity: choose one of the following ways to prove your identity

- By providing answers to my secret questions (If you're setting your password for the first time, select this option to use your Authorization Code)
- By providing the password to one of my accounts

← 2



- c. You will then be prompted to enter your **Authorization Code** that was sent to the email address you requested. Enter your **Authorization Code**. Then click Submit



Forgot your Password?

No worries. You may quickly and securely reset forgotten passwords to your accounts.

This screenshot shows the first two steps of the password reset process. Step 1 is "Enter your Identity user name" and Step 2 is "Verify your identity: answer your secret questions". Under Step 2, there is a question "What is your authorization code?" followed by an input field. A red arrow labeled "1" points to this input field. Below the input field are two buttons: "Clear All" and "Submit". A red arrow labeled "2" points to the "Submit" button.

- d. Once you click submit, you will be prompted to enter 4 security questions. You may get a warning sign first, like below. Just click close.



e. Now enter your 4 security questions and click submit.

3 Set up secret questions

Select a question ← **1** → Answer → Re-type Your Answer

Select a question ← **2** → Answer → Re-type Your Answer

Select a question ← **3** → Answer → Re-type Your Answer

Select a question ← **4** → Answer → Re-type Your Answer

Clear All Submit ← **5**

f. After you submit your security questions, you will come to a screen with “Reset my password” and “Configure my secret questions.” Click on Reset my password then click Next

4 Manage your secret questions or reset your password

Reset my password ← **1**

Configure my secret questions

Next ← **2**

g. Now you can reset your password. Follow the steps below and click submit.

5 Select the desired accounts (or "account groups") for password reset

You may use the same password for multiple accounts and account groups if it does not violate password rules.

Application/Group	Account	Password Rules	Last Reset On	Reset password Before
PeopleSoft		View		
PeopleSoft	CLG1		Unavailable	Unavailable
Default		View		
Active Directory	Cody_Gorgas		02/20/2016 2:07 PM	08/24/2016 2:07 AM
2 Total				

6 Create a new password

New Password: **3**

Re-type Password: **4**

5

Password Rules	Default
Mandatory	
Length: Minimum	8
Length: Maximum	32
Letters: Minimum	2
User name: Disallow contain	Yes
BearerID: Disallow contain	Yes
Conditional	

h. You are now done setting up your password.