TIMESHEET PASSWORD CHANGE INSTRUCTIONS

Please note, your password for the self-service portal to enter timesheets will expire every 60 days. This is for your protection against unauthorized access to your information. If your password expires and you are unable to login, contact Edwina or Curt to have your password reset.

Follow these steps to change your password:

1. Open a web browser and in the Internet address bar enter http://mt.gov/employee/. Click the link for Employee Self-Service Portal. (Or, you can go directly to the employee password change page at: https://webmail.mt.gov/iisadmpwd)

2. Enter your User ID and password. Your User ID will be either your HR number or your C number. Please note that the password associated with this account is NOT the same password that you use for Outlook (despite what the website in step 4 shows)
3. Under the “Self Service” menu, click the “AD Password Change” folder then the “AD Password Change” link inside the folder.

![Image of AD Password Change folder and link]

4. You will see the screen displayed below. In the Domain\username box, enter `state\YourUser ID` Your User ID is the User ID you entered above in Step 2 (i.e. HRxxxxxx or C0xxxxx). Enter your password and click the Log On button. **Please note that the password is NOT the same password that you use for Outlook** despite what this page shows:

![Image of Outlook Web App login screen]

*(FYI, you can also get directly to this page by entering: [https://webmail.mt.gov/iisadmpwd](https://webmail.mt.gov/iisadmpwd)*)
5. In the Domain field, enter the word: **state** in the Account field, enter Your User ID (the one you entered in Steps 2 & 3). In the Old password field, enter the password you’ve **been** using to login and enter your time. In the New password field, enter a new password. In the Confirm new password, enter the new password again. Click OK.

![Internet Service Manager](image)

A window will appear confirming a successful password change. Click ‘Close Window’:

**Internet Service Manager**
for Internet Information Server 6.0

Password successfully changed.

Back to [https://legacymail.mt.gov](https://legacymail.mt.gov)

OR

**Close Window** (Choose this option if you do not have a mailbox on the State’s email system.)

6. Click ‘Employee Self-Service Portal’ to log-in with your User ID and new password.