

## PeopleSoft Financials Password Reset

Use the following instructions to set up your PeopleSoft Financials password reset account. **You must set up your account first before you can use the [forgot password link](#) to reset it.**

### Set up PeopleSoft Financials Password Reset account

**Step 1** – Log in to PeopleSoft Financials online at <https://financials.ok.gov/>.

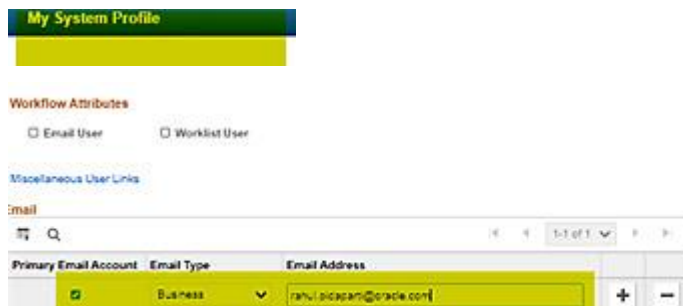
**Step 2** – Select the **compass icon** in the upper right corner of the screen. Go to **Navigator**.



**Step 3** – Go to **My System Profile**.



**Step 4** – On **My System Profile** page, add your email address to the **Primary Email Account** field.



**Step 5** – Once you have typed your email address, select **Change or set up forgotten password help** link located at the top of the webpage.



**Step 6** – Set up your password hint. This should be set up by each individual user. This is confidential information only for you, so do not share this information with anyone. To set up the password hint question and answer:

1. Select a question from the dropdown.
2. Enter a response.
3. Select **OK**.

## Change or set up forgotten password help

If you forget your password, you can have a new password emailed to you. Enter a question and your response below. These will be used to authenticate you.

Question

Select from the list of questions.

Response

## Use Forgot Password

**Step 1** – Select the [forgot password link](#). **You must set up your account first before you can use Forgot your password? to reset it.**

**Step 2** – Type in your **User ID**.

**Step 3** – Type in your answer to the forgot password hint question.

**Step 4** – Check your email and log in to PeopleSoft Financials with your temporary password.

**Step 5** – Once logged in, select the **compass icon** in the upper right corner of the screen. Go to **Navigator**.

**Step 6** – Select **Change Password** and enter in your new password. Select **save** when finished.

A screenshot of the 'forgot password' form. It has a dark blue background. Fields include 'User ID' (text input), 'Password' (text input), and 'Select a Language' (dropdown menu set to 'English'). There is a green 'Sign In' button and a yellow 'Forgot your password?' button at the bottom.

## Questions?

For questions or technology requests call us; [Live Chat](#) and type “speak with a live agent” to directly speak with a service desk representative; or check out our [customer portal](#).

**Local:** 405-521-HELP (4357)

**Toll-free:** 866-521-2444