



Getting Started in EHRP



Use the following steps to log on to EHRP.

STEP	ACTION
1	Navigate to EHRP. Result: The EHRP invitation page appears.
2	Enter your User ID .
3	Enter your Password .
4	Click Sign In or press the enter key. Result: The EHRP Home page appears.



Use the following steps to log off EHRP.

STEP	ACTION
1	Close all pages.
2	Click the Sign Out link in the top right hand corner of the navigation bar. Result: The EHRP invitation page appears.



Passwords

- Expire every 90 days.
- Are “case” sensitive.

To change your password, use the following menu path.

[Home](#) > [PeopleTools](#) > [Maintain Security](#) > [Use](#) > [My Profile](#)



The name of your Help PoC can be found on the EHRP Website at :

<http://www.psc.gov/hrs/ehrp/about/contacts.html>