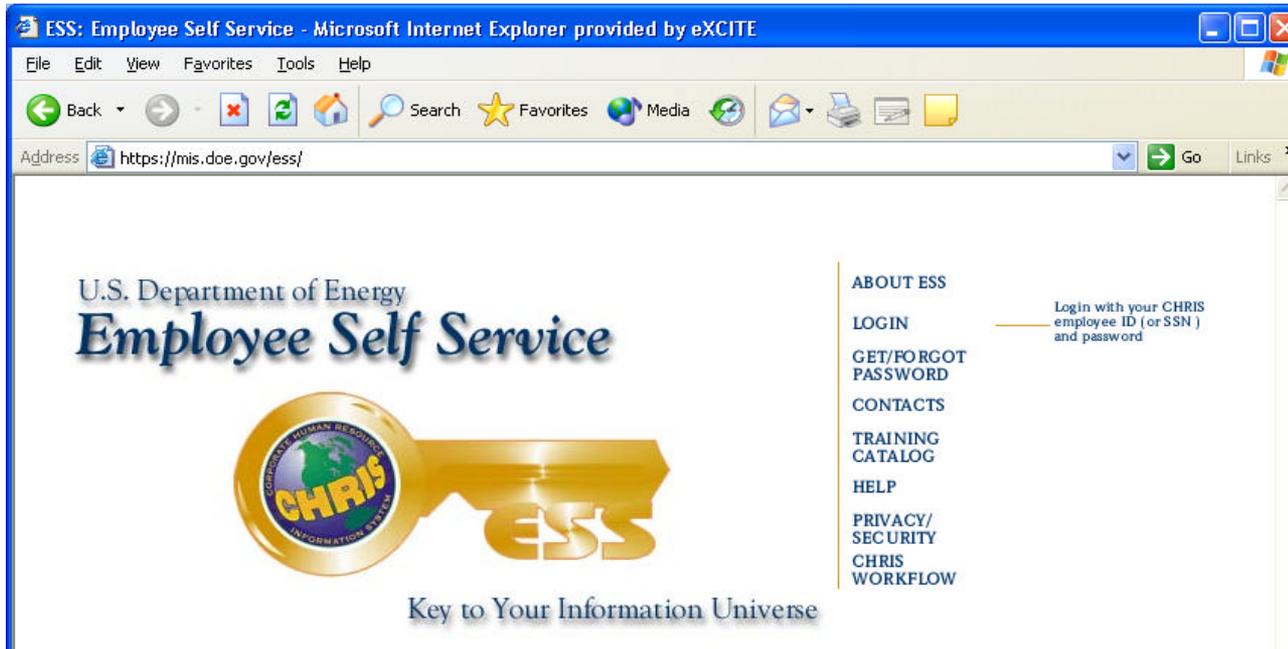




Information Related to Your CHRIS Workflow ID/Password

1. How to Request Your Initial CHRIS Workflow ID/Password
2. If you Forgot Your CHRIS Workflow ID/Password
3. How to Change Your CHRIS Workflow Password

1. How to Request Your Initial CHRIS Workflow ID/Password



**If you have an ESS password, simply login.
If you do not have an ESS password, request one at
<https://mis.doe.gov/ess> and click on
“Get Password”**

How to Request Your Initial CHRIS Workflow ID/Password

ESS: Welcome - Microsoft Internet Explorer provided by eXCITE

File Edit View Favorites Tools Help

Address Go Links >>

employee self service Welcome Page | What's New | Feedback | Change password | FAQ | Links | Personnel Locator | Logoff

Review Update Life Events Training TQP IDP ATAAPS Parking PMCDP Help

Request CHRIS Workflow ID

Disability Status Today is Wednesday, October 01, 2003 .

Direct Deposit for Salary

Education Information **Employee Self Service, please contact the help desk at 301-903-0605.**

Emergency Contacts

Federal tax Withholding we currently have on file for you is

Home Address please go to the [locator information](#) page to update it.

Licences & Certifications

Locator Information **our most recent transaction(s)**

	Transaction Subject	Transaction Type	Status
	Voluntary Allotment	Change	Posted
	Voluntary Allotment	Change	Posted
	Voluntary Allotment	Change	Posted
	Voluntary Allotment	Change	Posted
07/18/2002 09:48:50 AM	Emergency Contact	Change	Posted

Under "Update", click on "Request CHRIS Workflow ID"

Internet

How to Request Your Initial CHRIS Workflow ID/Password

ESS: Request a CHRIS Workflow Account - Microsoft Internet Explorer provided by eXCITE

File Edit View Favorites Tools Help

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Address Go Links >>

employee self service Welcome Page | What's New | Feedback | Change password | FAQ | Links | Personnel Locator | Logoff

Review Update Life Events Training TQP IDP ATAAPS Parking PMCDP Help

Request a CHRIS Workflow Account

Click on the "Request Workflow ID" button to request your CHRIS WorkFlow userid and password. ([View browser requirements](#))

Name:
Employee ID:
Subagency:
Email address:

Your personal information
will appear

If the email address above is incorrect, please update it on your [locator information](#) page in the field labeled "Official DOE e-mail".

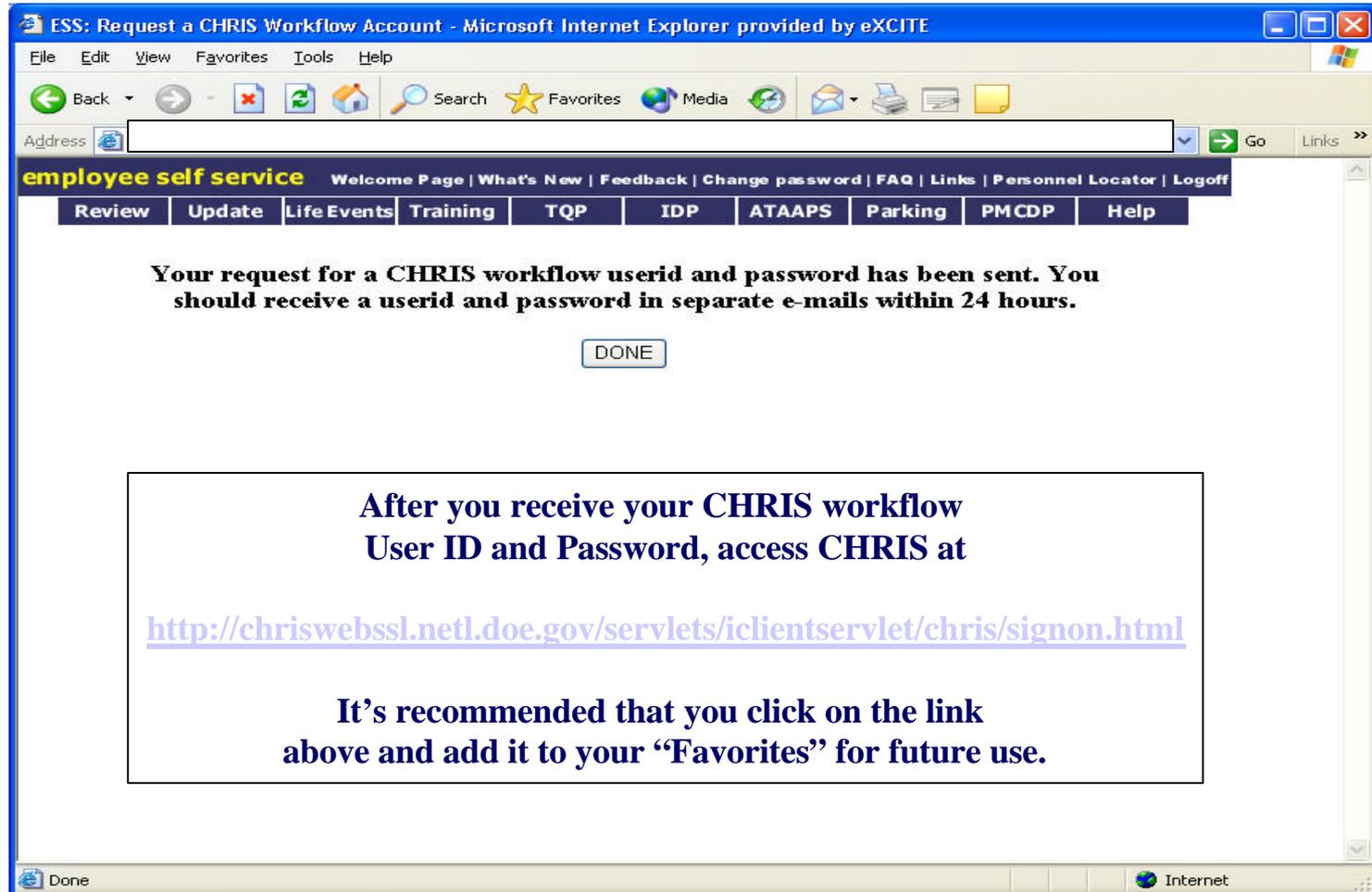
← Click

NOTE: *To use CHRIS Workflow, you are required to have Internet Explorer 5, Internet Explorer 5.5 or Internet Explorer 5.5 (SP1). You may encounter problems if you are using other versions of Internet Explorer or any version of Netscape. To determine what version of Internet Explorer you have start Internet Explorer. From the menu along the top, select "Help" and "About Internet Explorer". There will be a line that displays the 'Version'. (The example below is version 5.5 SP1.) If you need additional assistance, your IM Point of Contact can verify that you have the proper software installed.*

About Internet Explorer

Done Internet

How to Request Your Initial CHRIS Workflow ID/Password



2. If You Forgot Your CHRIS Workflow ID/Password

PeopleSoft 8 Sign-in - Microsoft Internet Explorer provided by eXCITE

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Media Print Mail

Address <https://chriswebssl.netl.doe.gov/servlets/iclientservlet/chris?cmd=logon&languageCd=ENG> Go Links

CHRIS
CORPORATE HUMAN RESOURCE
INFORMATION SYSTEM

PeopleSoft 8

CHRIS News

- New CHRIS Users Manual Available
- CHRIS HR Bulletin #104, dated 09/26/03
- CHRIS Training Bulletin #21, dated 06/04/03
- System Availability

User ID:

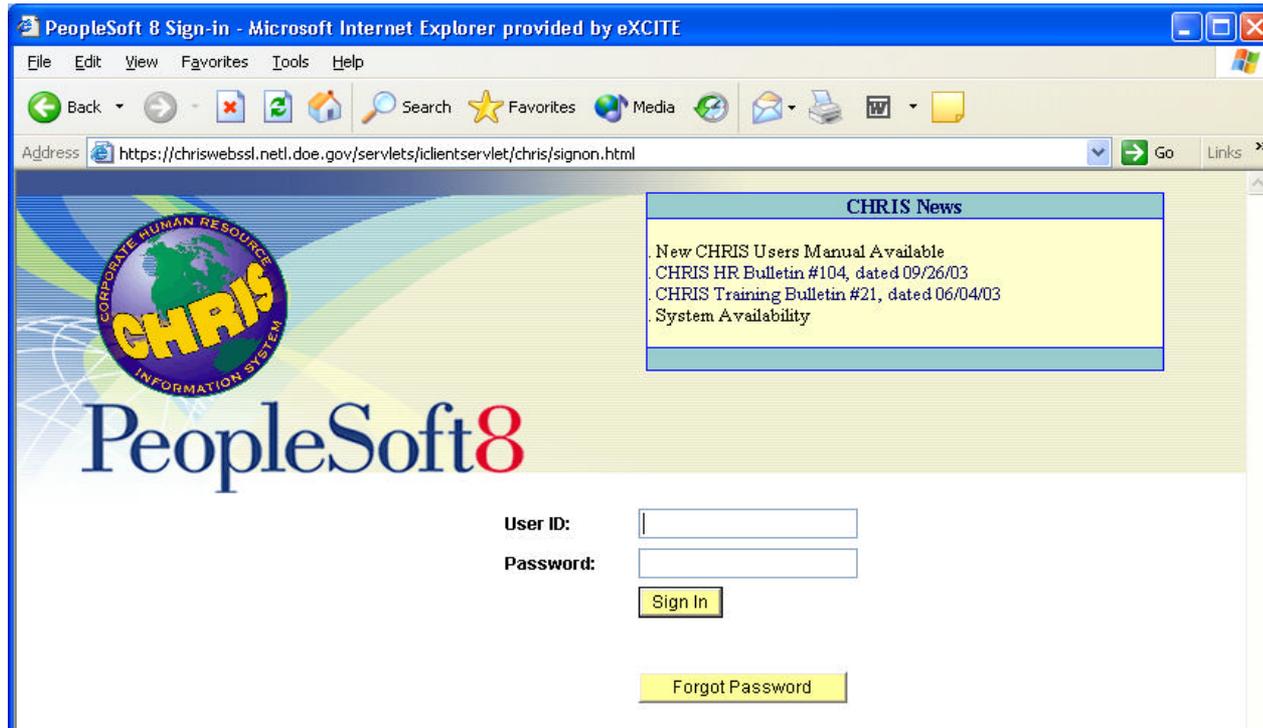
Password:

Sign In

Forgot Password

Your Workflow User ID is the same as your CHRIS Employee ID.
If you forgot your Workflow User ID, you can log onto ESS at <https://mis.doe.gov/ess> and select Review, Personal Information to display your CHRIS employee ID or you can contact your organization's HR workflow point of contact.
If you forgot your password, access CHRIS at <http://chriswebssl.netl.doe.gov/servlets/iclientservlet/chris/signon.html> and enter your User ID and click on Forgot Password

3. How to Change Your CHRIS Workflow Password



Access CHRIS at

<http://chriswebssl.netl.doe.gov/servlets/iclientservlet/chris/signon.html>

and log in with your current user ID and password

How to Change Your CHRIS Workflow Password

Click on each menu item as shown above:
PeopleTools, Maintain Security, Use,
My Profile

How to Change Your CHRIS Workflow Password

Self Service User Profile - Microsoft Internet Explorer provided by eXCITE

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Media Print Mail News RSS Feeds

Address Go Links >>

 Home Worklist Help Sign Out

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

General Profile Information

Password

[Change password](#) Click the "Change Password" link to set a new password.

Passwords are case-sensitive! -- Please check the status of your Caps Lock key before proceeding.

- When you successfully change your password, you'll be returned to this page. You should momentarily see the word "Saved" appear in the upper, right corner of this window (just below the "Sign Out" link), indicating your new password was accepted.
- Also note the "Home" link to the left of the "Sign Out" link. Clicking this link will take you to the main CHRIS menu. Clicking the browser's "Home" button will take you to your home web page.

Personalization

[Set Personalizations](#) Changes to Personalization settings require you to log off and log back on in order to take effect.

Internet

How to Change Your CHRIS Workflow Password

Self Service User Profile - Microsoft Internet Explorer provided by eXCITE

File Edit View Favorites Tools Help

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Address Go Links >>

 Home Worklist Help Sign Out

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

Change password

*Current Password:

*New Password:

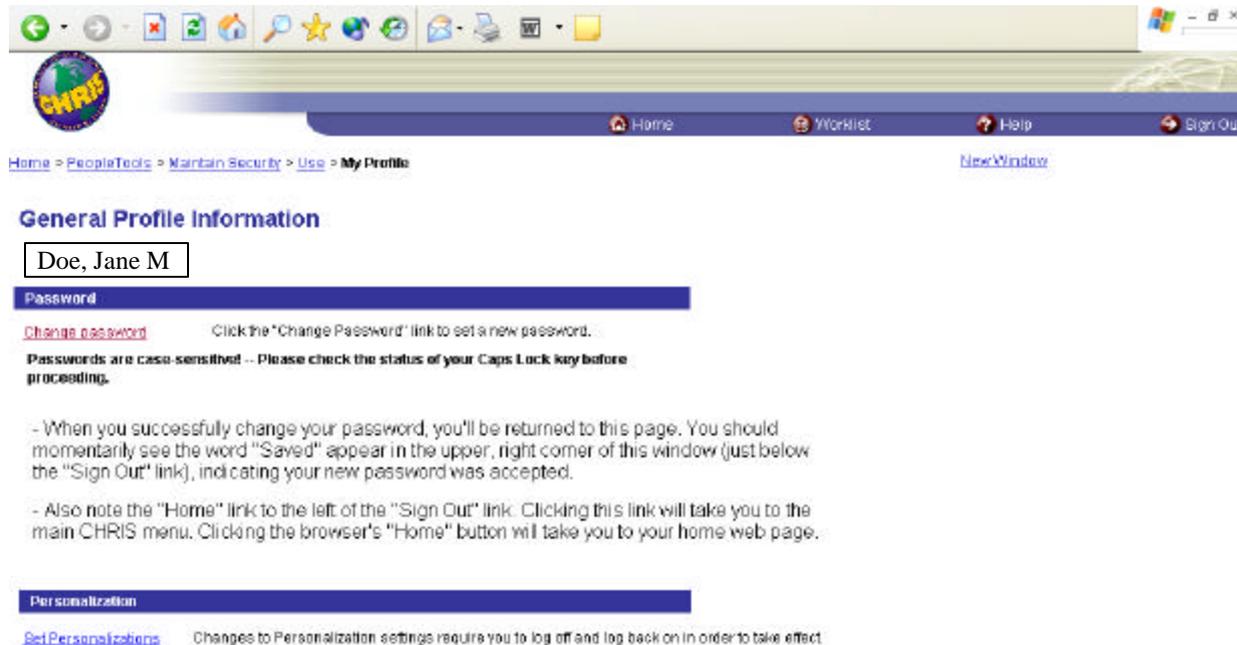
*Confirm Password:

OK Cancel

Internet

Type your current password, new password and confirm your new password in the appropriate fields. Click OK.

How to Change Your CHRIS Workflow Password



The screenshot shows a web browser window with the CHRIS logo in the top left. The navigation bar includes links for Home, Worklist, Help, and Sign Out. Below the navigation bar, there is a breadcrumb trail: Home > PeopleTools > Maintain Security > Use > My Profile. A link for NewWindow is also present. The main content area is titled "General Profile Information" and displays the user's name "Doe, Jane M". A "Password" section is highlighted with a blue bar. Below this bar, there is a "Change password" link and a note: "Click the 'Change Password' link to set a new password." A warning message states: "Passwords are case-sensitive -- Please check the status of your Caps Lock key before proceeding." Two instructions are provided: "- When you successfully change your password, you'll be returned to this page. You should momentarily see the word 'Saved' appear in the upper, right corner of this window (just below the 'Sign Out' link), indicating your new password was accepted." and "- Also note the 'Home' link to the left of the 'Sign Out' link. Clicking this link will take you to the main CHRIS menu. Clicking the browser's 'Home' button will take you to your home web page." Below the instructions, there is a "Personalization" section with a "Set Personalizations" link and a note: "Changes to Personalization settings require you to log off and log back on in order to take effect."

Save

Click "Save". This change is effective immediately.