

How to Login to HRIS 8.3 and Change your Password

If you have any difficulties, please contact us at HRIS@lbl.gov.

Login Procedure

The URL for HRPRD is: <http://hris.lbl.gov/HRPRD>

1. Copy the URL from Netscape
2. Launch Internet Explorer, paste the copied URL (add to favorites), the login page will display
3. Enter your PeopleSoft Operator ID (case sensitive)
4. Enter your password (case sensitive)
5. The window opens to the Home page with your menu groups.

Changing your Password

Roadmap

Home > PeopleTools > Maintain Security > Use > My Profile

Procedure

1. Once you've logged into PeopleSoft
2. Follow the path: Home > PeopleTools > Maintain Security > Use > My Profile
3. Click on Change Password link
4. Enter your current Password, tab
5. Enter a new Password (Reminder: Case sensitive, LBL policy, etc), tab
6. Confirm the new Password
7. Click OK, then click the Save button
8. Go back to Home to exit the password pages