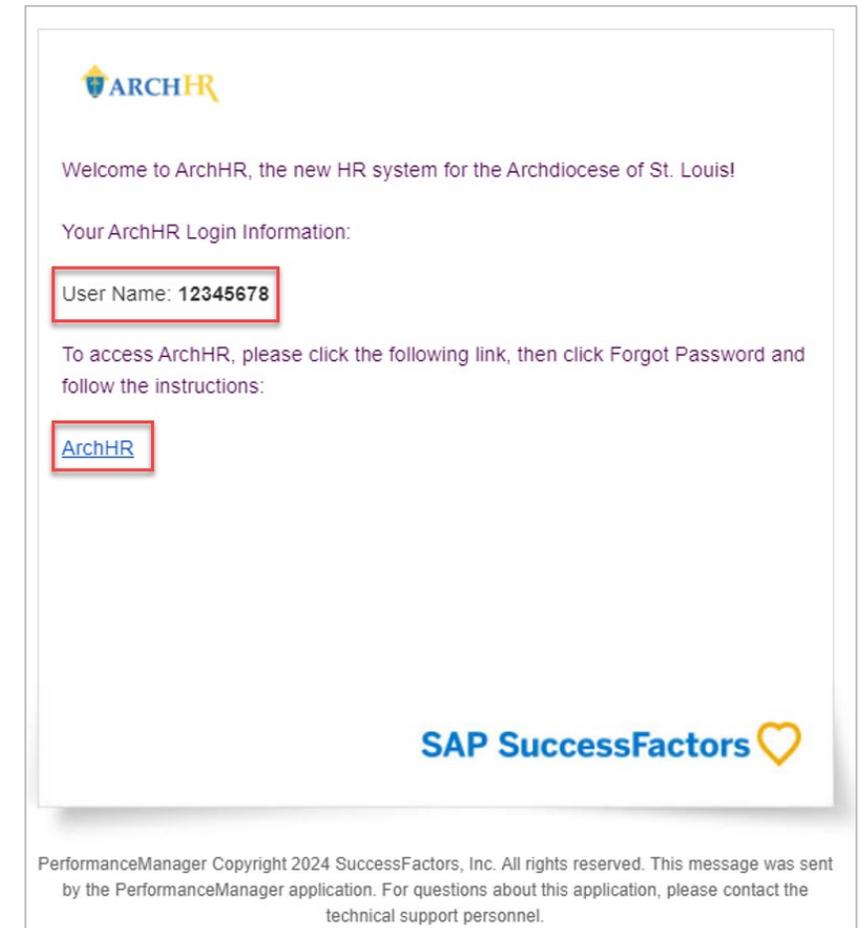


ArchHR Log-In Procedure for Current Employees

April 2024

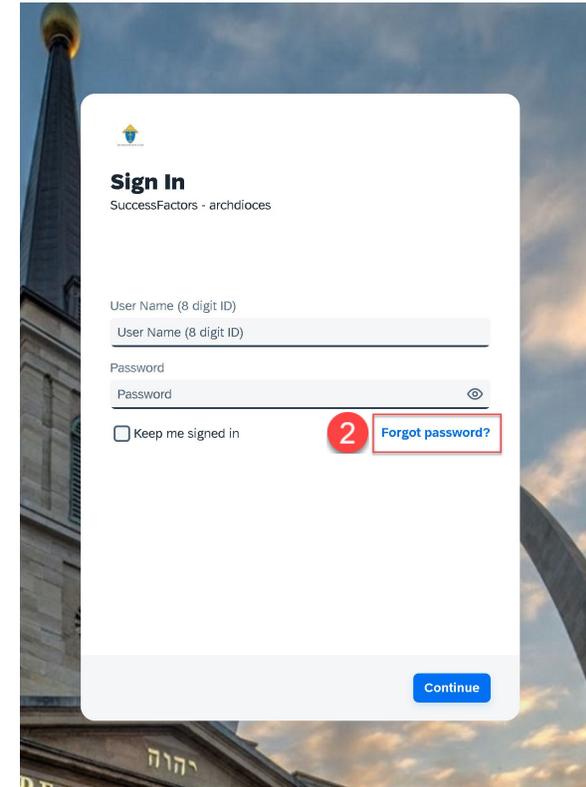
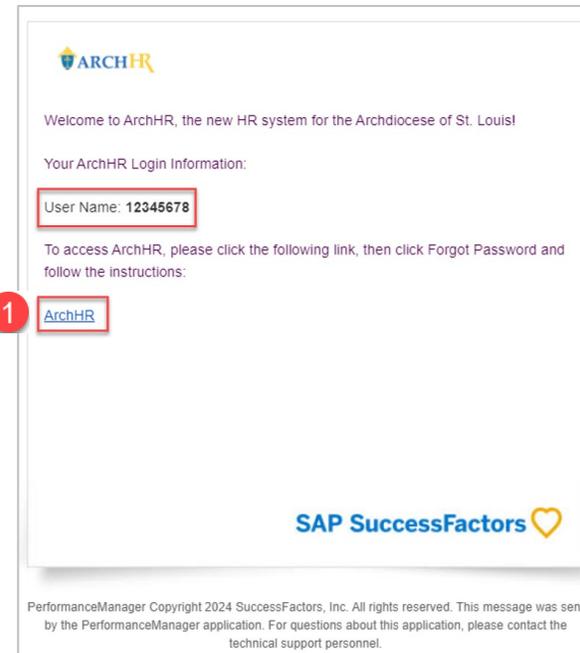
Step I: Receive Welcome Email

- All active employees in ArchHR will receive a welcome email from “system@successfactors.com” on Monday, April 15th with the email subject “Welcome to ArchHR!”
 - Note: In order to view all graphics on the email, either download the graphics/blocked content or add ArchHR@archstl.org to the safe senders list.
- The email provides the employee their 8-digit **User Name** and a link to the [ArchHR](#) system.
 - Employees should make note of their User Name (8-digit ID). It will be used to set their password and to log into ArchHR.



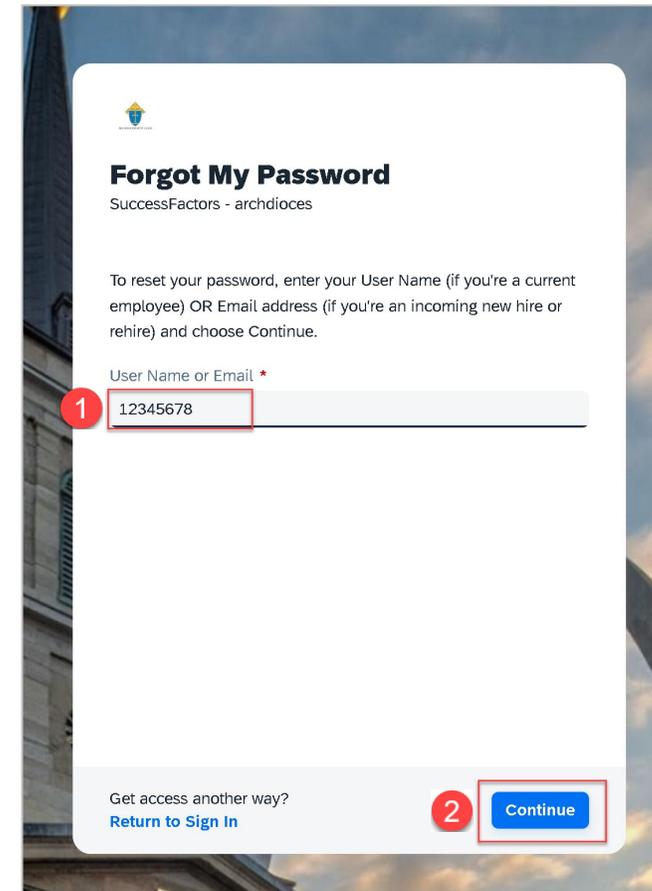
Step 2: Open Sign In Screen

1. Click the ArchHR hyperlink in the welcome email to open ArchHR.
2. The “Sign In” window opens. Click **Forgot Password?**



Step 3: Enter User Name

1. The “Forgot My Password” window opens. Enter the 8-digit **User Name** from the welcome email.
2. Click **Continue**.

A screenshot of a web application window titled "Forgot My Password" for "SuccessFactors - archdioces". The window contains instructions: "To reset your password, enter your User Name (if you're a current employee) OR Email address (if you're an incoming new hire or rehire) and choose Continue." Below this is a text input field labeled "User Name or Email" with a red asterisk, containing the number "12345678". A red circle with the number "1" is next to the input field. At the bottom, there is a link "Return to Sign In" and a blue "Continue" button. A red circle with the number "2" is next to the "Continue" button.

Forgot My Password
SuccessFactors - archdioces

To reset your password, enter your User Name (if you're a current employee) OR Email address (if you're an incoming new hire or rehire) and choose Continue.

User Name or Email *

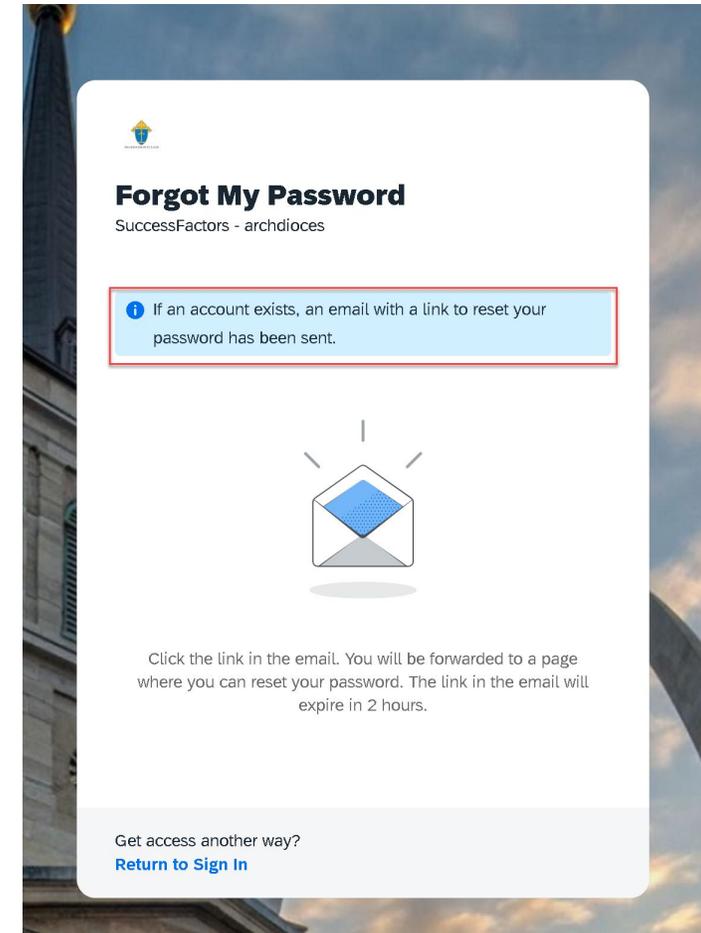
1 12345678

Get access another way?
[Return to Sign In](#)

2 [Continue](#)

Step 4: Receive Notification

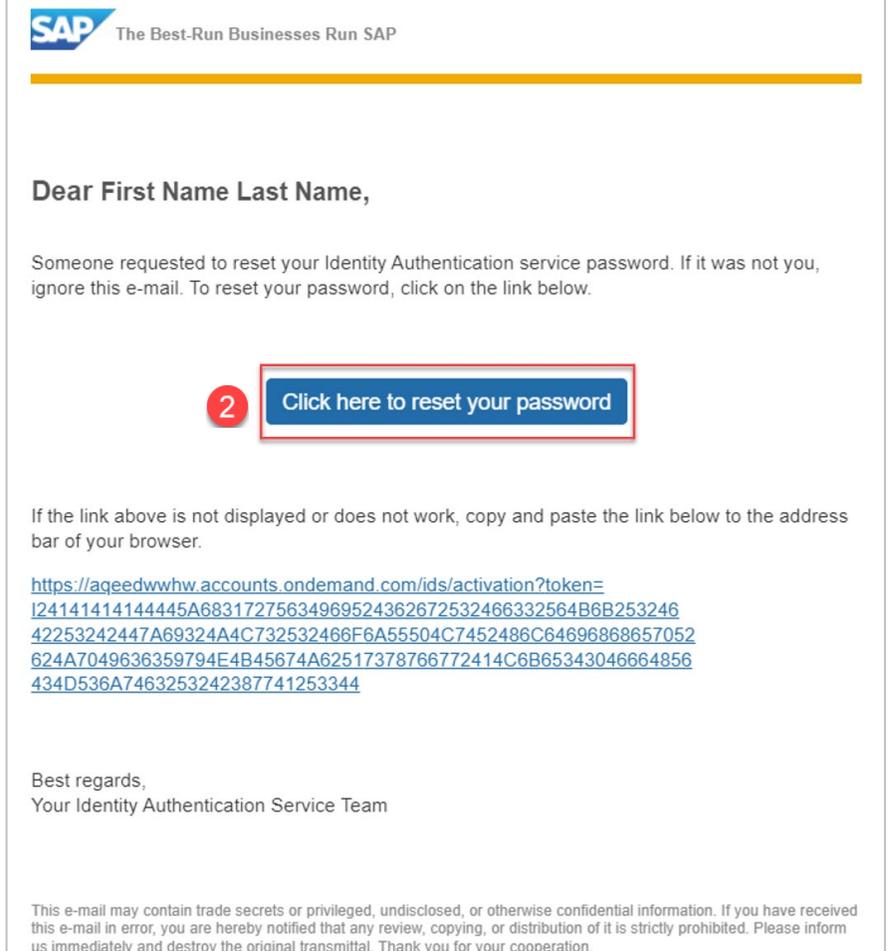
- An email is sent with a link to set the password.



Step 5: Open Email

1. Open the email titled “How to reset your password” with the link to reset your password.
2. Click **Click here to reset your password**.

1

A screenshot of an email from SAP. The email header includes the SAP logo and the tagline "The Best-Run Businesses Run SAP". The main body of the email is addressed to "Dear First Name Last Name," and contains a message about resetting an Identity Authentication service password. A blue button with the text "Click here to reset your password" is highlighted with a red box and a red circle containing the number 2. Below the button, there is a long URL for password reset. The email ends with "Best regards, Your Identity Authentication Service Team" and a disclaimer at the bottom.

SAP The Best-Run Businesses Run SAP

Dear First Name Last Name,

Someone requested to reset your Identity Authentication service password. If it was not you, ignore this e-mail. To reset your password, click on the link below.

2 [Click here to reset your password](#)

If the link above is not displayed or does not work, copy and paste the link below to the address bar of your browser.

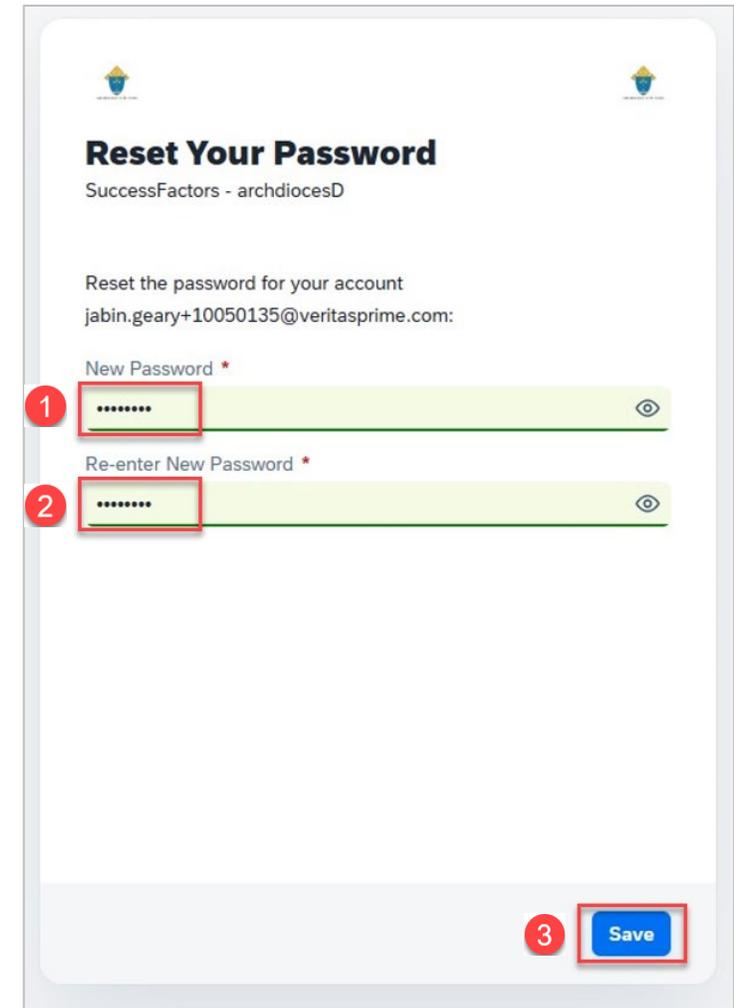
<https://aqeedwwhw.accounts.ondemand.com/ids/activation?token=124141414144445A68317275634969524362672532466332564B6B25324642253242447A69324A4C732532466F6A55504C7452486C64696868657052624A7049636359794E4B45674A62517378766772414C6B65343046664856434D536A7463253242387741253344>

Best regards,
Your Identity Authentication Service Team

This e-mail may contain trade secrets or privileged, undisclosed, or otherwise confidential information. If you have received this e-mail in error, you are hereby notified that any review, copying, or distribution of it is strictly prohibited. Please inform us immediately and destroy the original transmittal. Thank you for your cooperation.

Step 6: Reset Password

1. The “Reset Your Password” window opens. Enter the new password in the **New Password** field.
 - The new password must conform to the security settings.
2. Re-enter the new password in the **Re-enter New Password** field.
3. Click **Save**.

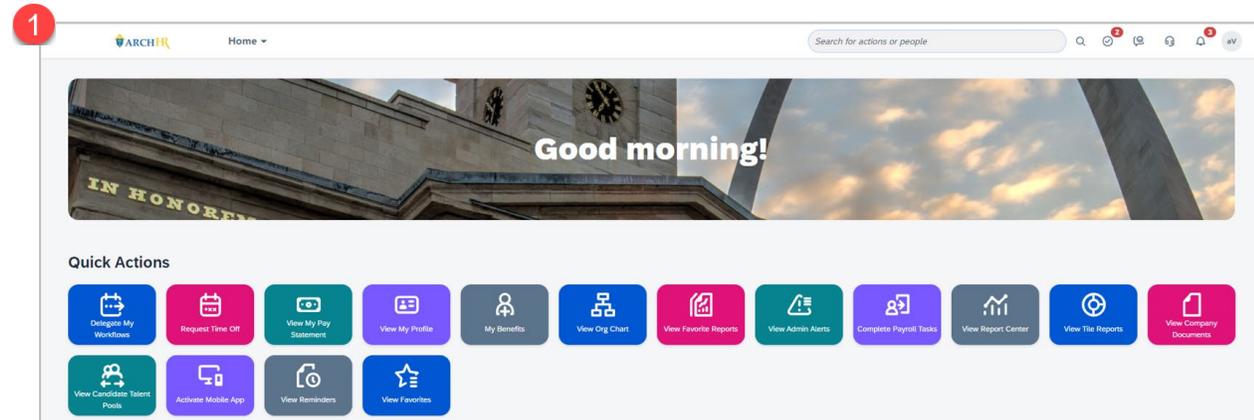
A screenshot of a web form titled "Reset Your Password" for SuccessFactors. The form includes the following elements:

- SuccessFactors - archdiocesD
- Reset the password for your account
- Account ID: jabin.geary+10050135@veritasprime.com
- Field 1: "New Password *" with a red circle '1' next to the input field and a red box around it.
- Field 2: "Re-enter New Password *" with a red circle '2' next to the input field and a red box around it.
- Field 3: "Save" button with a red circle '3' next to it and a red box around it.

Step 7: ArchHR Opens

I. ArchHR Opens!

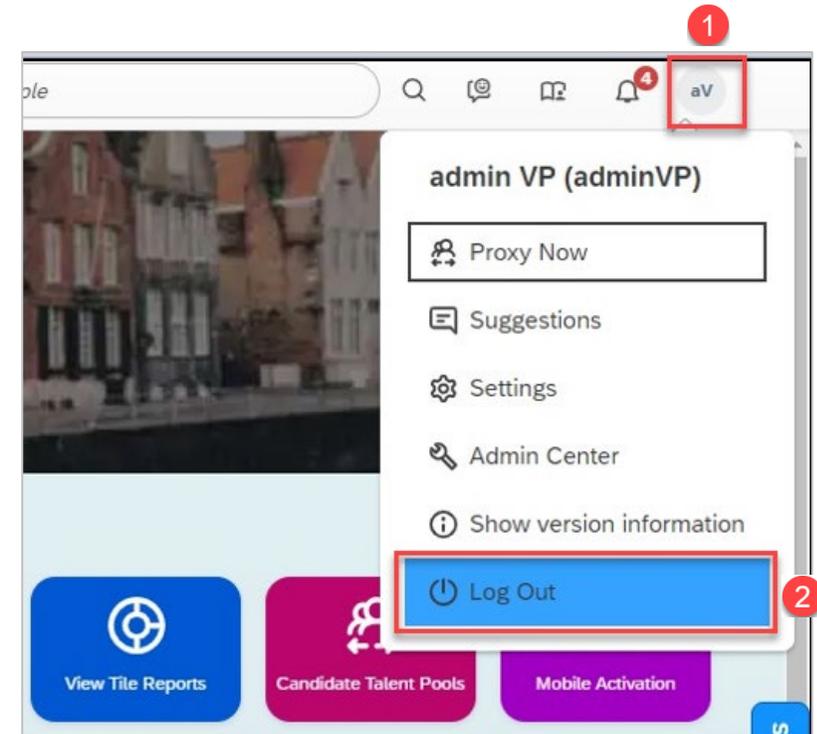
- For ease of accessing ArchHR going forward, employees should bookmark the ArchHR home page in their browser: [ArchHR](https://archhr.archstl.org).



Step 8: Log-out of ArchHR

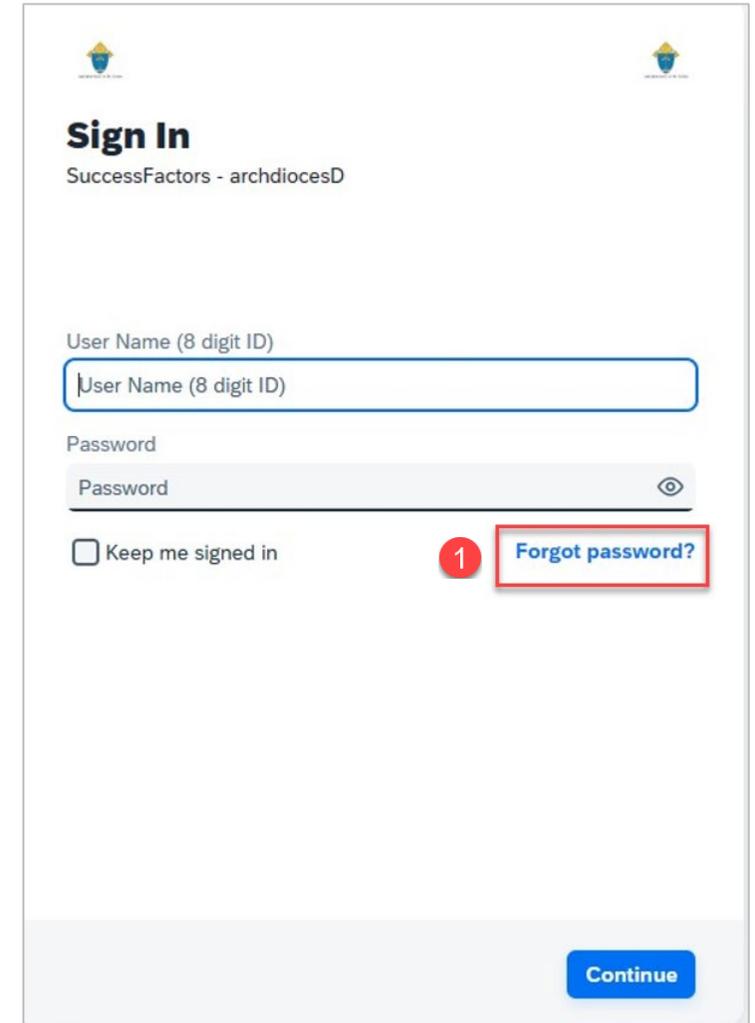
1. To log out manually, click the circle at the top.
2. Click **Log Out**.

Note: After a certain period of inactivity, users are automatically logged out and must log in again to access ArchHR.



Resetting a Password

- I. To reset a password for any reason, click **Forgot password?** on the ArchHR log in portal, and follow the steps to reset the password.

A screenshot of the ArchHR Sign In portal. The page has a white background with a blue header. At the top left and right are small icons of the Archdiocese of St. Louis. The main heading is "Sign In" in bold black text, with "SuccessFactors - archdiocesD" below it. There are two input fields: "User Name (8 digit ID)" and "Password". The "User Name" field contains the placeholder text "User Name (8 digit ID)". The "Password" field has a red eye icon to its right. Below the password field is a checkbox labeled "Keep me signed in". To the right of the checkbox is a red circle with the number "1" inside, and a red-bordered button labeled "Forgot password?". At the bottom right of the page is a blue button labeled "Continue".