

# PMIS/BES Unisys Password Reset Guide



# Keeping Your PMIS/BES User Id Active

The Unisys mainframe requires each user to change their password at least every 30 days. The PMIS application will disable your user id if it is inactive for 60 days (i.e. 60 more days without logging on to PMIS).

The PMIS application will remove your user id if it is inactive for 1 year (i.e. 365 days without logging on to PMIS). If your user id is removed from PMIS, you will need to re-apply (via the [DHRM ITECH](#) "Request Access" web page and submit a new [access request form](#)) for PMIS-BES access. It is recommended that you follow the following steps at least once a week to keep your PMIS/BES account from becoming disabled.

## PROCEDURE:

- 1. Log into PMIS/BES using your user id and password.*
- 2. If your password has expired , re-personalize a new password.*
- 3. Your Unisys password has to be at least 8 characters consisting of numbers and letters. (not case sensitive and no special characters.)*
- 4. At the Screen Home position, type PMIS and press Enter.*
- 5. The first log on each day presents the security "Notice and Warning" screen.*
- 6. Press Enter again to go to the PMIS broadcast screen.*
- 7. With the above steps , the PMIS application will recognize the date and time that you touched PMIS as an Active User.*

# PMIS/BES Unisys Password Reset

## PROCEDURE:

1. Go to the Employee Direct Website , <https://edirect.virginia.gov>
2. Log in.
3. Click on “Unisys Password Reset Online.”
4. Enter your Unisys ID and click “Submit Request.”
5. An email will be sent to your email address from [no-reply@dhrm.virginia.gov](mailto:no-reply@dhrm.virginia.gov) with your temporary password. You will be required to change your password on your first login back into PMIS.
6. Copy your new temporary password from the email that was sent to you and Log into PMIS with it. DO NOT try to manually type it in.
7. At the prompt, Enter your new password, type in your own made-up new password and your clearance level.
8. Log into PMIS/BES without contacting the Help Desk for assistance.

# PMIS/BES Unisys Password Reset

The screenshot shows a Windows Internet Explorer browser window displaying the Virginia EmployeeDirect portal. The browser's address bar shows the URL <https://edirect.virginia.gov/EDL/MainMenu/MainMenu.aspx>. The page header includes the Virginia.gov logo and the text "Department of Human Resource Management" and "EMPLOYEE DIRECT The Portal for State Employees". On the left side, there is a vertical menu with links for "Log-Out", "Change Username", "Change Password", "Change Challenge Questions", and "Change E-mail Address". The main content area is titled "Main Menu" and contains a notification that "EmployeeDirect is unavailable from midnight" followed by several links: "Adjunct Emergency Workforce", "Commonwealth of Virginia Campaign Pledge Form", "Health Benefits Enrollment and Information", "My Employment Profile", and "Unisys Password Reset Online". The "Unisys Password Reset Online" link is circled in red. A yellow callout box with an orange border and a pointer to the red circle contains the text: "Click on 'Unisys Password Reset Online' to change your PMIS/BES password." The browser's status bar at the bottom indicates "Local intranet" and "85%" zoom.

# PMIS/BES Unisys Password Reset

Virginia.gov  
Department of Human Resource Management  
**EMPLOYEE DIRECT**  
The Portal for State Employees

Unisys Password Reset

Do you login directly from work to PMIS or BES?  
If yes, and you need to reset your PMIS-BES password, you can do so by clicking on the "Submit Request" button below.  
Enter your PMIS userid then "Submit Request" to reset your PMIS-BES password.

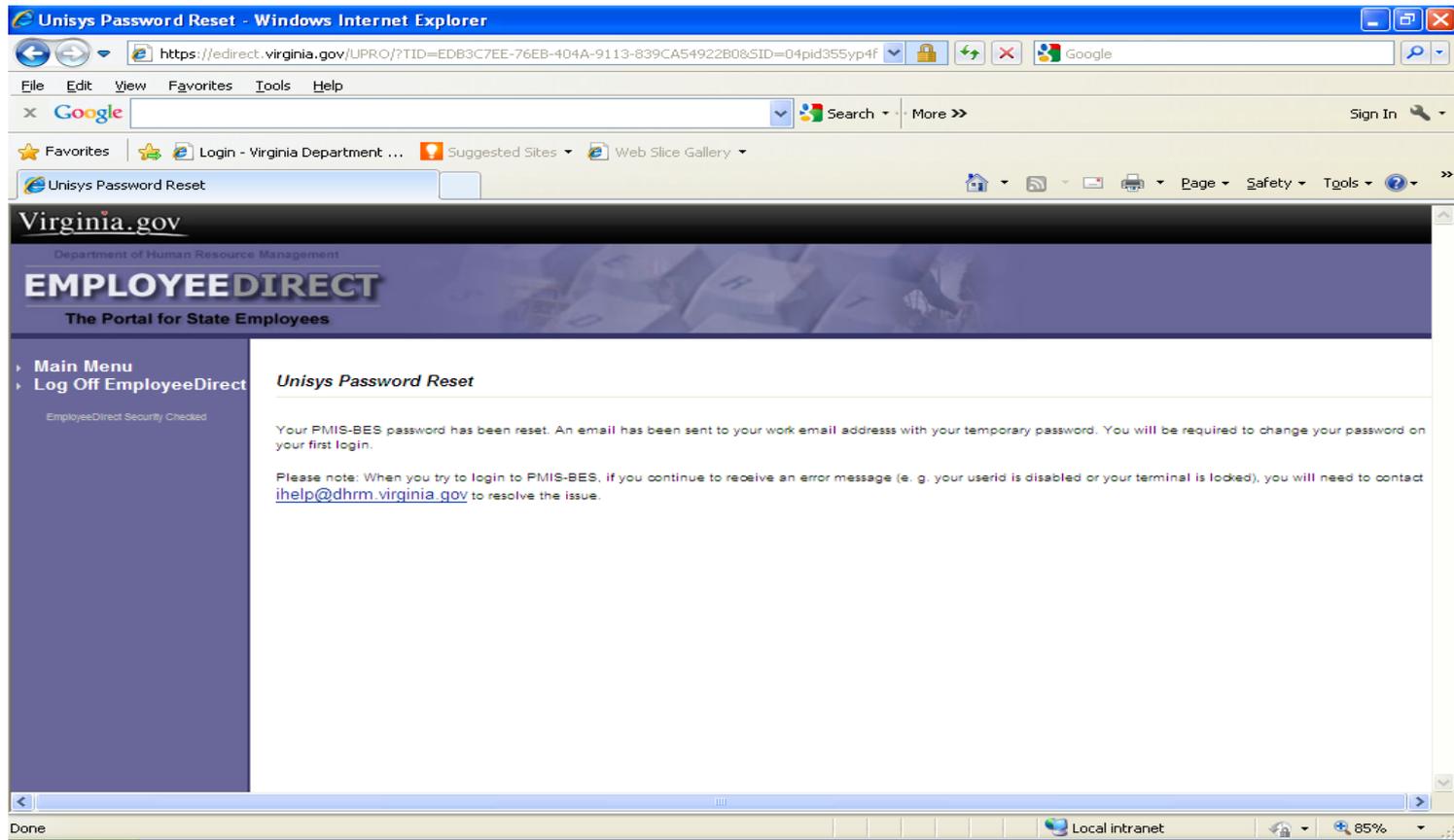
Unisys ID:

Submit Request

Enter the rest of your PMIS-BES user name to complete your Unisys id; then click "Submit Request ."

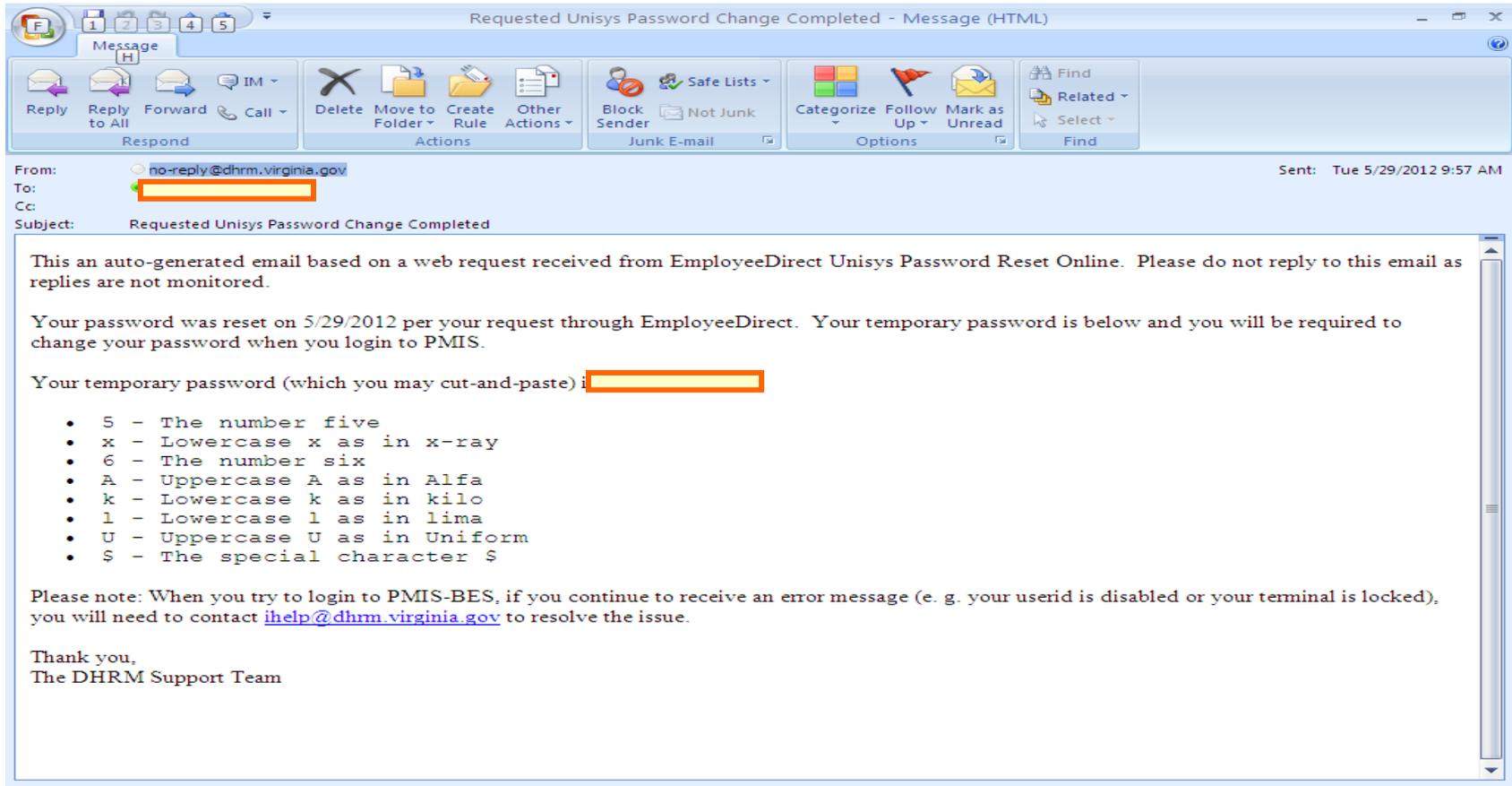
# PMIS/BES Unisys Password Reset

**Unisys Password Reset Message:** Your PMIS-BES password has been reset. An email has been sent to your work email address with your temporary password. You will be required to change your password on your first login.



# PMIS/BES Unisys Password Reset

**Sample Email Message containing your new temporary password:** Copy the temporary password contained in this message and use it to log into PMIS/BES for the first time. You will be prompted to change this temporary password to your own new password. Your new Unisys mainframe password needs to be at least 8 characters consisting of numbers and letters (not case sensitive and use no special characters.)



The screenshot shows an email client window titled "Requested Unisys Password Change Completed - Message (HTML)". The email header includes:

- From: no-reply@dhrm.virginia.gov
- To: [Redacted]
- Cc:
- Subject: Requested Unisys Password Change Completed

The email body contains the following text:

This an auto-generated email based on a web request received from EmployeeDirect Unisys Password Reset Online. Please do not reply to this email as replies are not monitored.

Your password was reset on 5/29/2012 per your request through EmployeeDirect. Your temporary password is below and you will be required to change your password when you login to PMIS.

Your temporary password (which you may cut-and-paste): [Redacted]

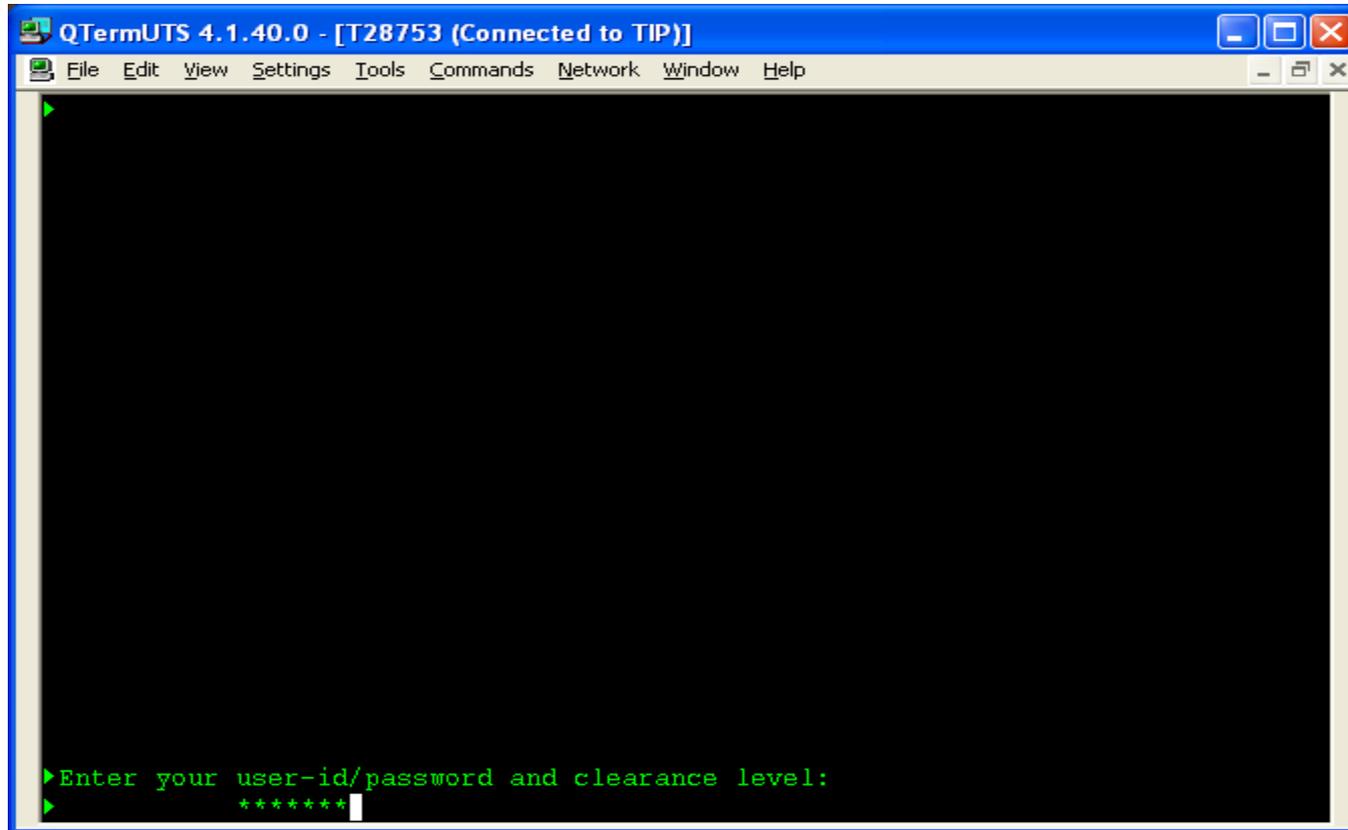
- 5 - The number five
- x - Lowercase x as in x-ray
- 6 - The number six
- A - Uppercase A as in Alfa
- k - Lowercase k as in kilo
- l - Lowercase l as in lima
- U - Uppercase U as in Uniform
- \$ - The special character \$

Please note: When you try to login to PMIS-BES, if you continue to receive an error message (e. g. your userid is disabled or your terminal is locked), you will need to contact [ihelp@dhrm.virginia.gov](mailto:ihelp@dhrm.virginia.gov) to resolve the issue.

Thank you,  
The DHRM Support Team

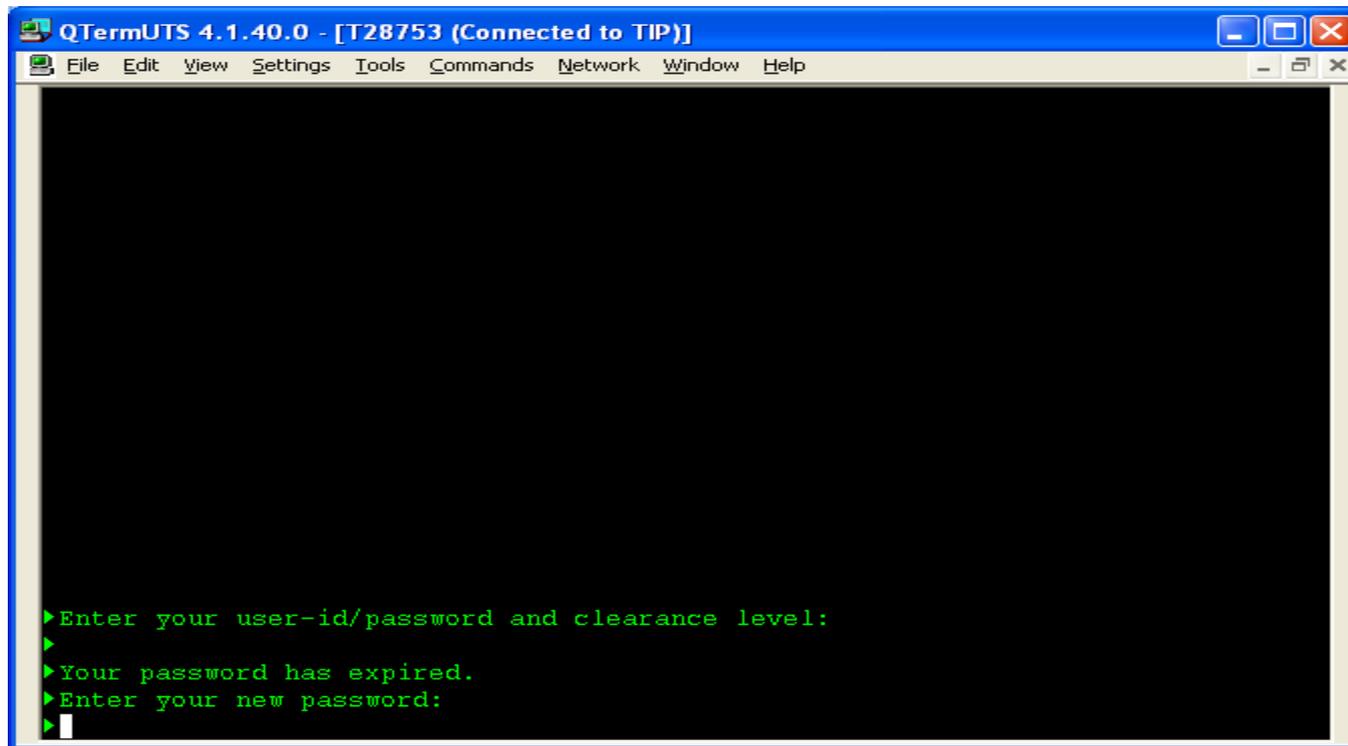
# PMIS/BES Unisys Password Reset

**Sample Screen 1:** This is where you will paste the password that was given to you in the automated email from no.reply@dhrm.virginia.gov.



# PMIS/BES Unisys Password Reset

**Sample Screen 2:** This is where you create your new PMIS/BES password and type it in at the “Enter your new password” prompt.

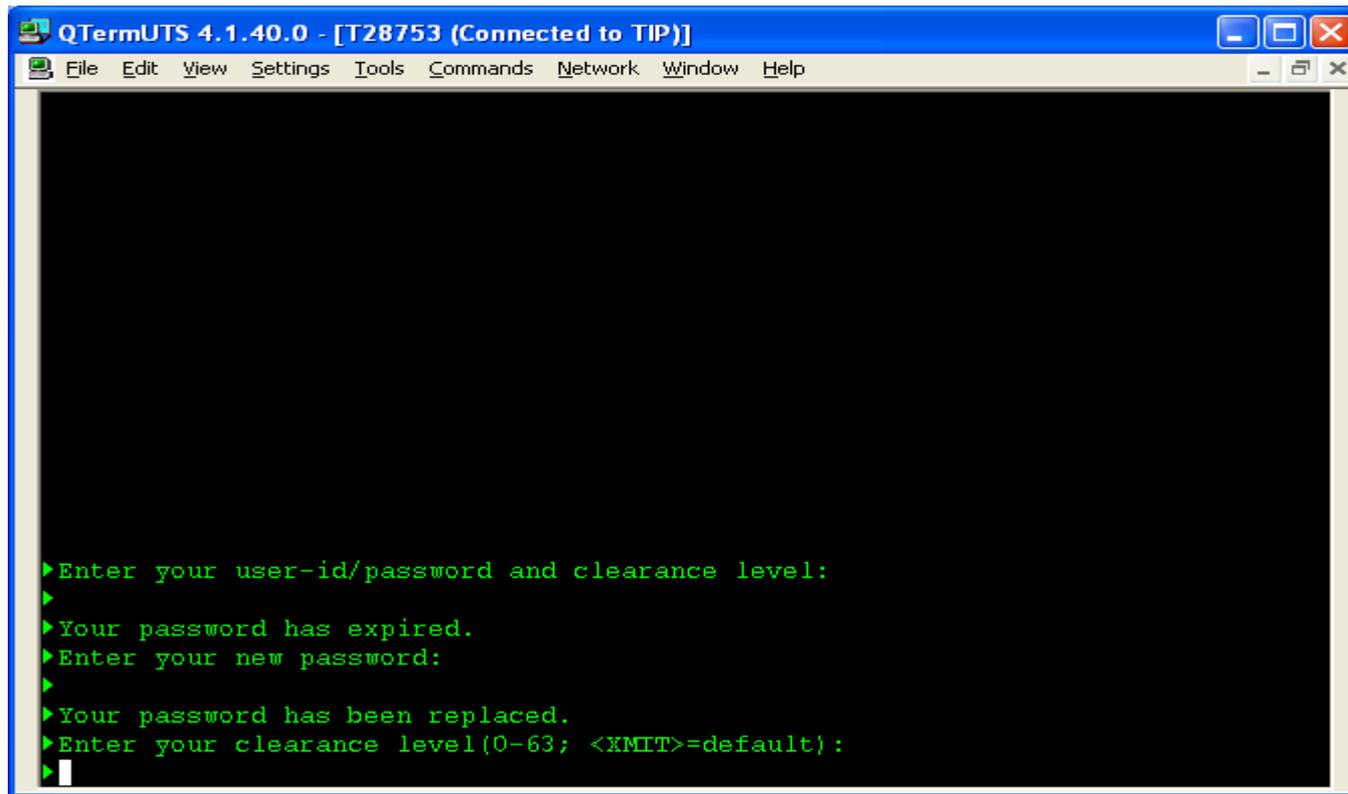


The screenshot shows a terminal window titled "QTermUTS 4.1.40.0 - [T28753 (Connected to TIP)]". The window has a menu bar with "File", "Edit", "View", "Settings", "Tools", "Commands", "Network", "Window", and "Help". The terminal content is as follows:

```
▶Enter your user-id/password and clearance level:  
▶  
▶Your password has expired.  
▶Enter your new password:  
▶
```

# PMIS/BES Unisys Password Reset

**Sample Screen 3:** Your password has been replaced, and once you enter your clearance level, you will be logged into PMIS/BES again without having to contact the Help Desk for assistance.



The screenshot shows a terminal window titled "QTermUTS 4.1.40.0 - [T28753 (Connected to TIP)]". The window has a menu bar with "File", "Edit", "View", "Settings", "Tools", "Commands", "Network", "Window", and "Help". The terminal output is as follows:

```
▶Enter your user-id/password and clearance level:  
▶  
▶Your password has expired.  
▶Enter your new password:  
▶  
▶Your password has been replaced.  
▶Enter your clearance level(0-63; <XMIT>=default):  
▶
```