

*[Please note that instruction #8 is left blank so that you can fill in details for password resets within your agency.]*

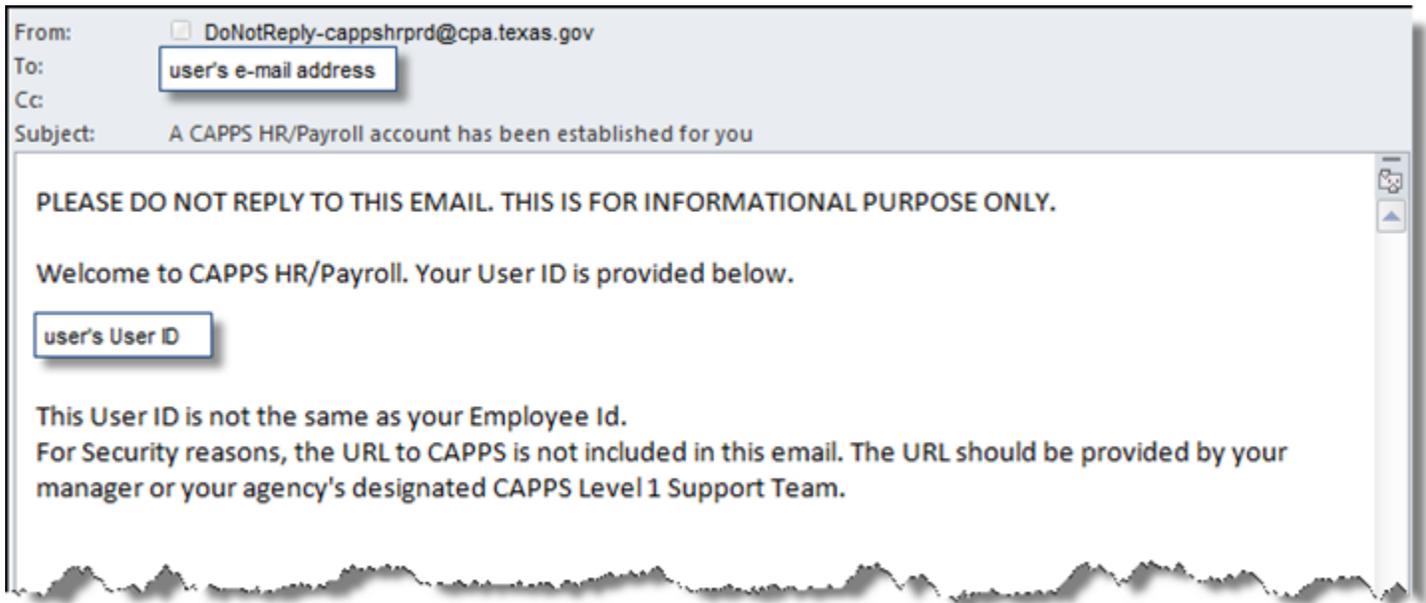
Here is the URL for the CAPPS HR/Payroll Production environment:  
<https://entprtlprd.cpa.texas.gov/>  
The URL will **not** be sent in the same communication as the User ID or password, so please distribute this URL to your users independently.

New CAPPS HR/Payroll, users will receive their credentials in 2 separate e-mails. They will receive these e-mails by 8:00AM on the morning of go-live. Below are detailed instructions for the first-time login process.

### 1<sup>st</sup> e-mail – User ID

This will welcome the user to CAPPS HR/Payroll

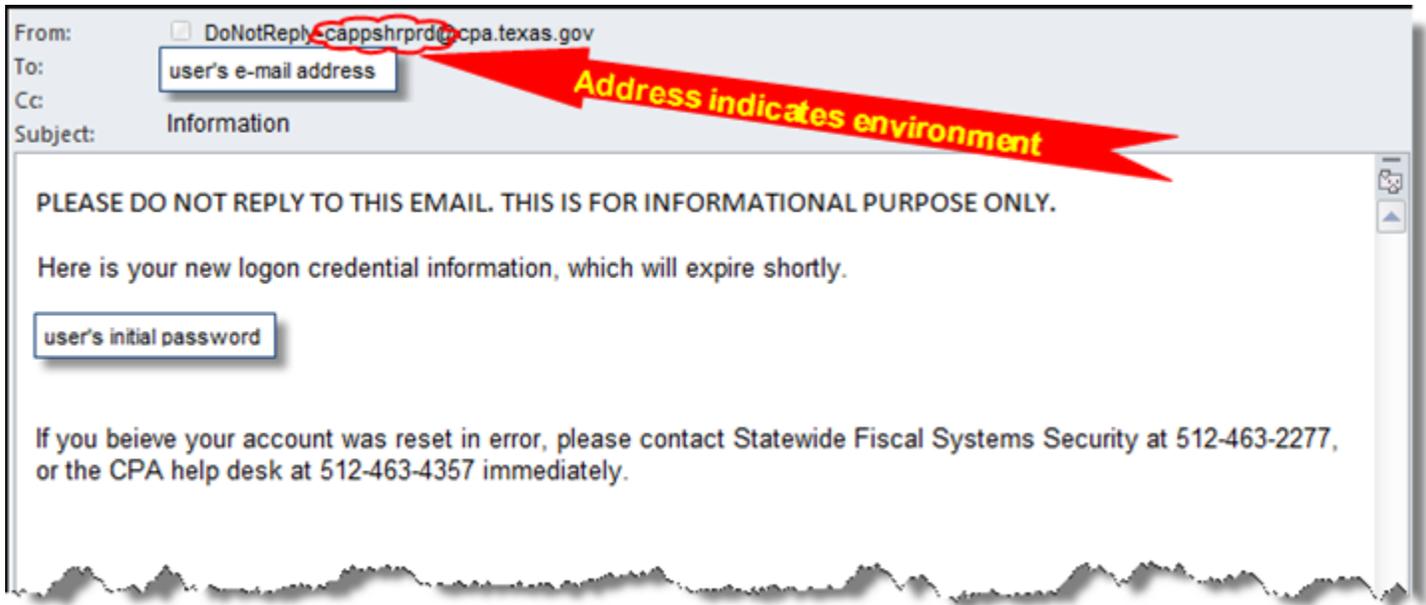
- It will contain the user’s User ID.
- The User ID is the access code used to sign onto the system.
- For those users at agencies with both Financials and HR/Payroll, the HR/Payroll User ID is the same as the user’s CAPPS FIN User ID.
- The sign-on URL is intentionally not included in these system-generated e-mails.
- These e-mails might be diverted to the user’s JUNK folder; please check before reporting a problem.



## 2<sup>nd</sup> e-mail – Initial Password

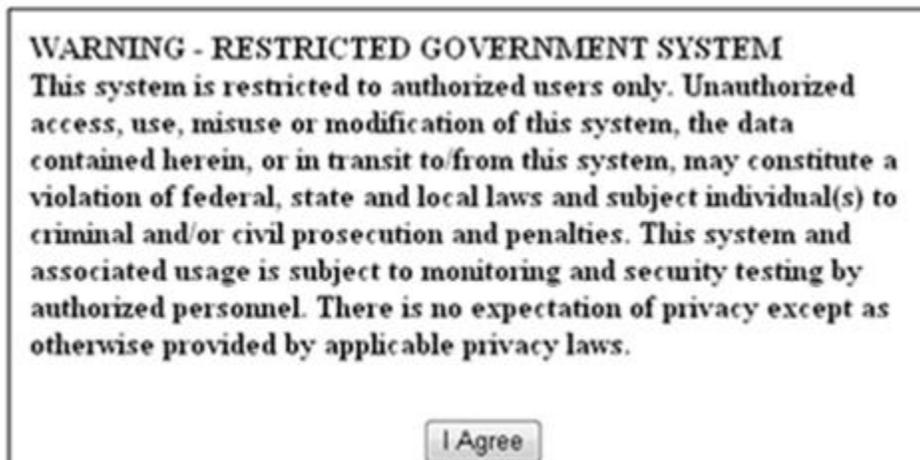
This will contain a subject line like “information” or something similar.

- It will contain the user’s initial login password.
- Temporary passwords expire after 72 hours (after 72 hours, a new temporary password must be issued).
- The sign-on URL is intentionally not included in these system-generated e-mails.
- These e-mails might be diverted to the user’s JUNK folder; please check before reporting a problem.



### These are the actions a user must follow to activate the user’s CAPPS account:

1. Enter the URL provided (<https://entprtlprd.cpa.texas.gov/>) and agree to the terms of access.



2. Enter UserID and initial password into the appropriate fields on the sign-in screen, then click “Sign In”.

## Current and Former Employee Login

**User ID:**

**Secure Password:**

Repeated log-in failures may result in your account being locked.

- [Logging in for the first time](#)
- [What's my Employee ID/forgot my Employee ID?](#)
- [I forgot/Change my password](#)
- [Information for Former Employees](#)

3. Click on the link to change from the temporary password to a user-defined secret password.



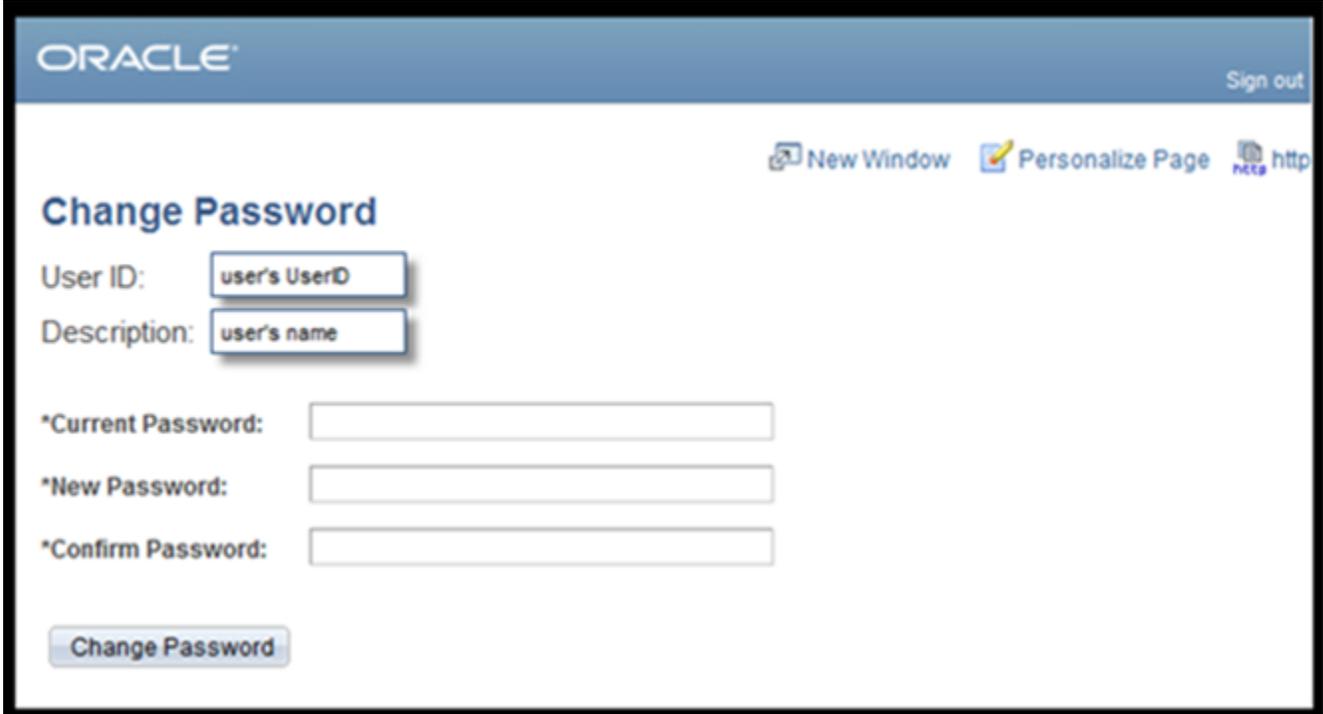
**PEOPLESOFT ENTERPRISE**

Your password has expired.

[Click here to change your password.](#)

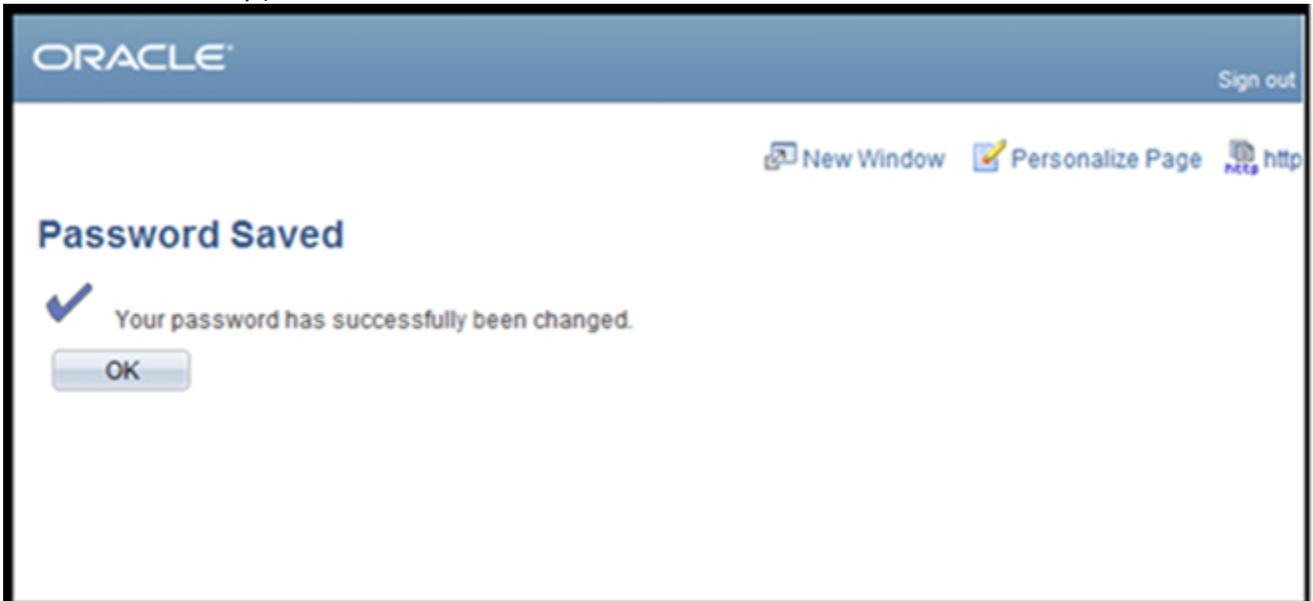
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4. Enter the password from the 2<sup>nd</sup> e-mail in the “\*Current Password” field, then enter and confirm a user-defined secret password in the other fields as indicated, and press the “Change Password” button:



The screenshot shows the Oracle 'Change Password' interface. At the top left is the 'ORACLE' logo, and at the top right is a 'Sign out' link. Below the logo are three utility icons: 'New Window', 'Personalize Page', and 'http'. The main heading is 'Change Password'. There are two dropdown menus: 'User ID:' with the value 'user's UserID' and 'Description:' with the value 'user's name'. Below these are three text input fields labeled '\*Current Password:', '\*New Password:', and '\*Confirm Password:'. At the bottom left is a 'Change Password' button.

5. Receive this message if the process was successful and press “OK”. (If not, follow prompts to re-enter information correctly.):



The screenshot shows the Oracle 'Password Saved' confirmation message. At the top left is the 'ORACLE' logo, and at the top right is a 'Sign out' link. Below the logo are three utility icons: 'New Window', 'Personalize Page', and 'http'. The main heading is 'Password Saved'. Below the heading is a blue checkmark icon followed by the text 'Your password has successfully been changed.' At the bottom left is an 'OK' button.

6. Click the down arrow on the **Question** line to select a challenge question for the forgotten password function:

The screenshot shows the CAPPS 'Maintain Password Hint' page. At the top, the CAPPS logo is on the left, and 'Glenn Hegar Texas Comptroller of Public Accounts' is on the right. Below the logo is the text 'Centralized Accounting and Payroll/Personnel System'. There are links for 'Home' and 'Sign out'. A breadcrumb trail shows 'Favorites | Main Menu > Maintain Password Hint'. On the right, there are icons for 'New Window', 'Personalize Page', and 'http'. The main heading is 'User Password Hints'. Below this, there is a paragraph: 'If you forget your password, you can have a new password emailed to you. Enter a question and your response below. These will be used to authenticate you.' There are two input fields: 'Question:' and 'Response:'. The 'Question:' field has a dropdown menu open, showing a list of questions: 'What is the first school you attended?', 'What is the full name of your first boss?', 'What is the name of first girlfriend/boyfriend?', 'What is your favorite band?', 'What is your favorite movie?', 'What was the name of the person you first kissed?', 'What was the name of your first pet?', 'What was the year and model of your first car?', 'Who is your favorite book character?', 'Who is your favorite cartoon character?', and 'Who was your most memorable/influential teacher?'. A 'Save' button is located below the 'Response:' field.

7. Enter an answer that only you will know and press “Save” to start your session.
  - a. When using the Forgot Password feature, the answer is NOT case sensitive.

The screenshot shows the CAPPS 'Maintain Password Hint' page with the 'Question' dropdown selected. The dropdown menu is now a text input field containing the question 'What is the first school you attended?'. Below the dropdown, there is a prompt: 'Select from the list of questions.' The 'Response:' field is filled with the text 'Bedrock Elementary'. The 'Save' button is highlighted with a red cloud-like border.

8. Contact the following resource should you have trouble signing on:

<b>Frank Oduro</b>	<a href="mailto:frank.oduro@military.texas.gov">frank.oduro@military.texas.gov</a>	<b>512-782-3317</b>
<b>Robert Ott</b>	<a href="mailto:Robert.ott@military.texas.gov">Robert.ott@military.texas.gov</a>	<b>512-782-3387</b>
<b>Gabriel Ornelas</b>	<a href="mailto:Gabriel.ornelas@military.texas.gov">Gabriel.ornelas@military.texas.gov</a>	<b>512-782-3733</b>