[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.

1st 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.

From: ☐ DoNotReply-cappshrprd@cpa.texas.gov
To: user's e-mail address
Cc:
Subject: A CAPPS HR/Payroll account has been established for you

PLEASE DO NOT REPLY TO THIS EMAIL. THIS IS FOR INFORMATIONAL PURPOSE ONLY.

Welcome to CAPPS HR/Payroll. Your User ID is provided below.

user's User ID

This User ID is not the same as your Employee Id.
For Security reasons, the URL to CAPPS is not included in this email. The URL should be provided by your manager or your agency's designated CAPPS Level 1 Support Team.
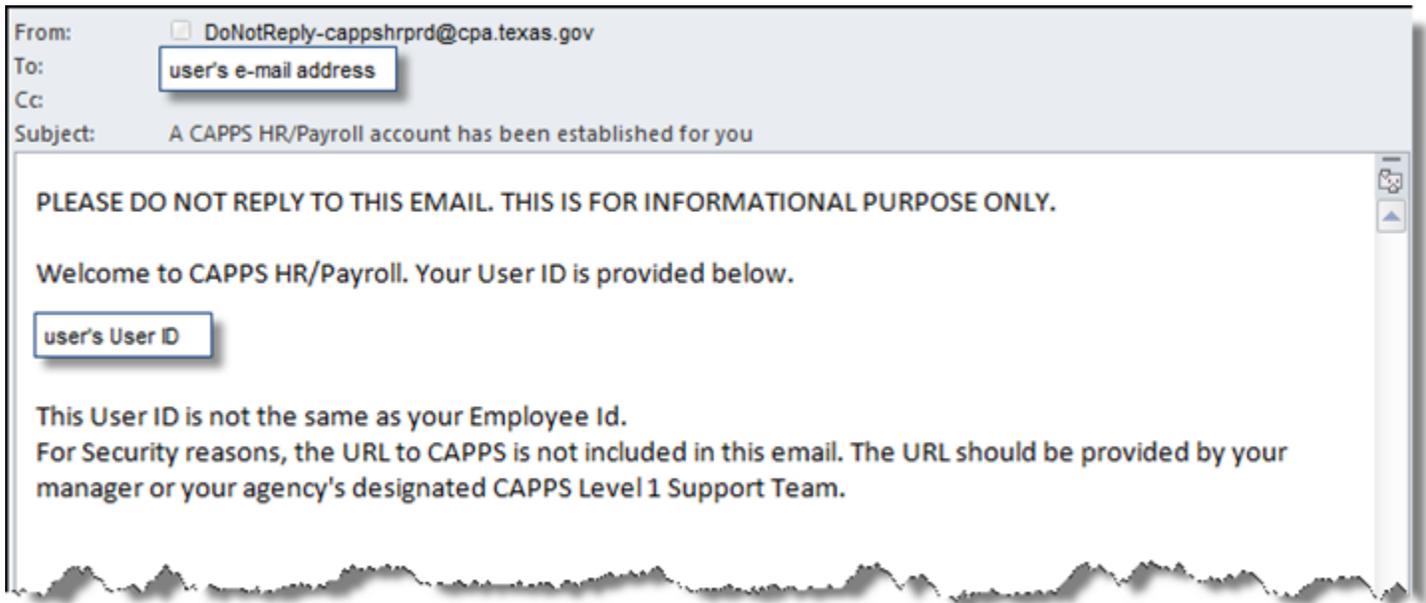
2nd e-mail – Initial Password

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.
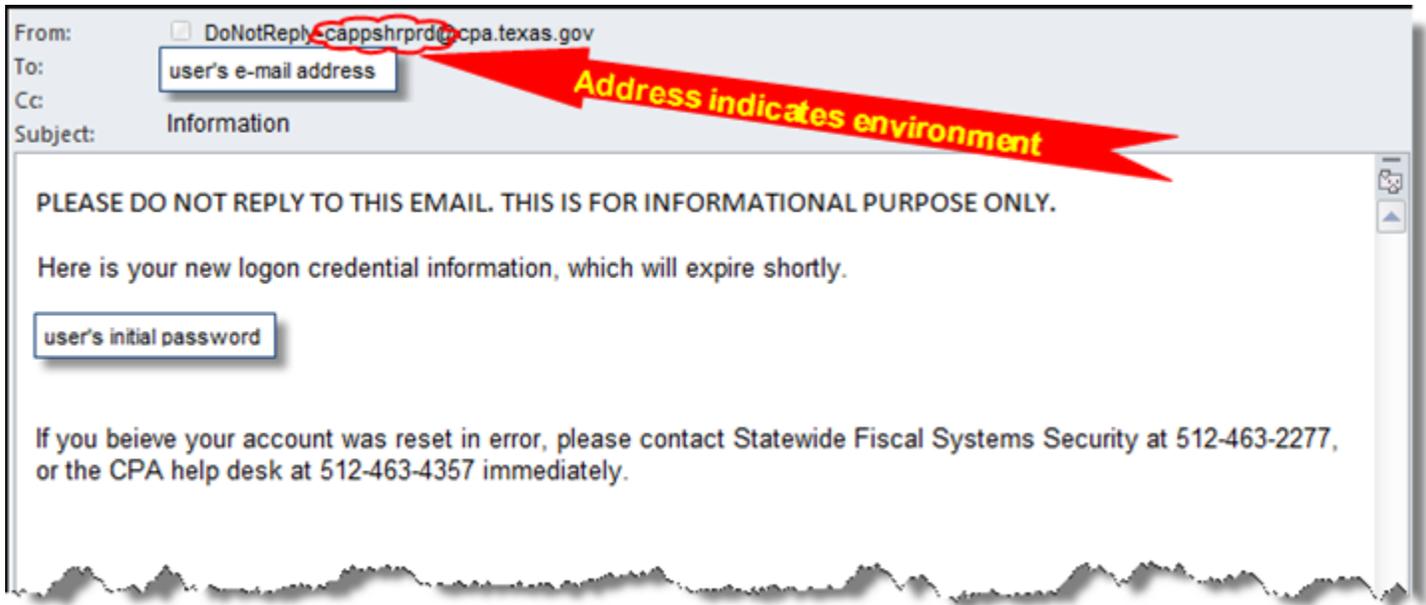
These are the actions a user must follow to activate the user's CAPPS account:

1. Enter the URL provided (https://entprtlprd.cpa.texas.gov/) and agree to the terms of access.
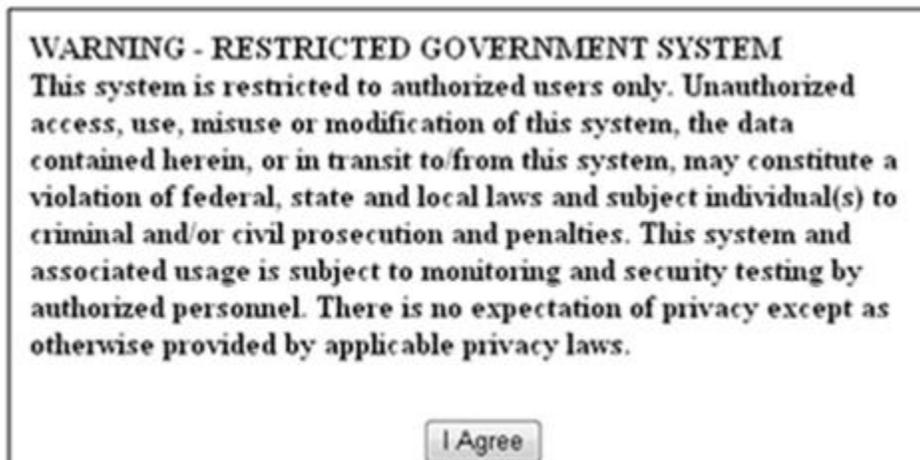
2. Enter UserID and initial password into the appropriate fields on the sign-in screen, then click "Sign In".

Current and
Former Employee Login

User ID: [   ]

🔒 **Secure Password:** [   ]

[Sign In]

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.

ORACLE®
PEOPLESOFT ENTERPRISE

Your password has expired.

Click here to change your password.

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the AMD Opteron logo are trademarks or registered trademarks of Advanced
Micro Devices. UNIX is a registered trademark of The Open Group.

4. Enter the password from the 2nd 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:

5. Receive this message if the process was successful and press "OK". (If not, follow prompts to re-enter information correctly.):
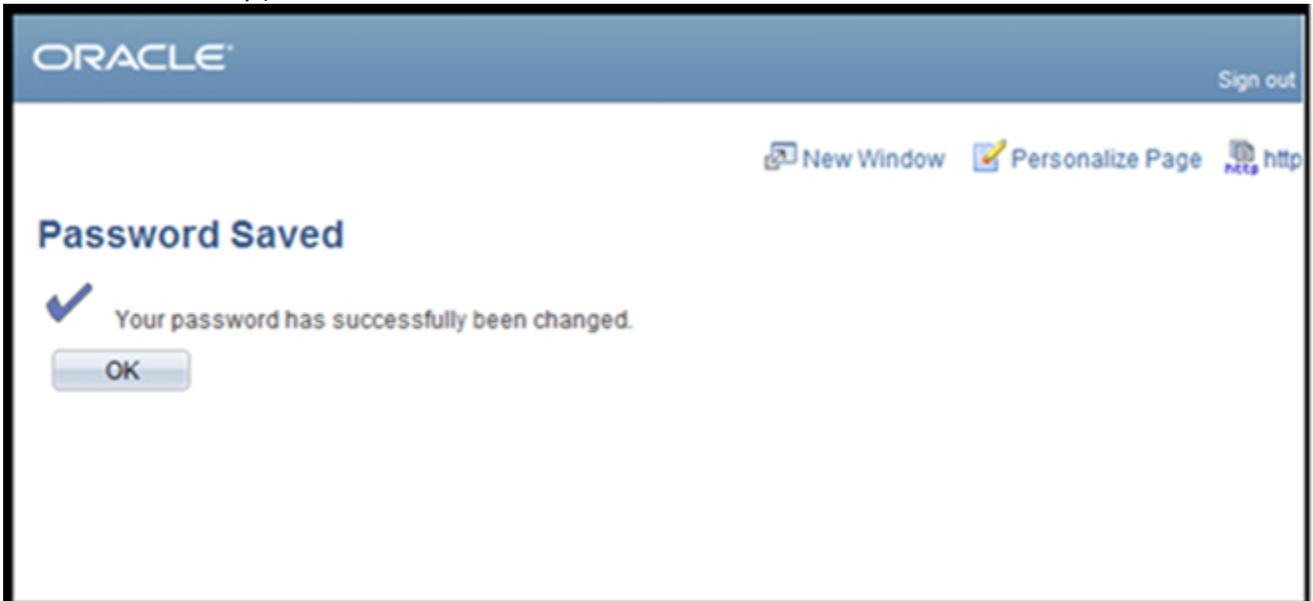
6. Click the down arrow on the **Question** line to select a challenge question for the forgotten password function:

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.

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

Frank Oduro	frank.oduro@military.texas.gov	**512-782-3317**
Robert Ott	Robert.ott@military.texas.gov	**512-782-3387**
Gabriel Ornelas	Gabriel.ornelas@military.texas.gov	**512-782-3733**