First Time User or Registered Users who forgot their SecurePass User Name and/or Password:				
Pages 1-	4			
Step 1:	Welcome to SecurePass Please log in or register	The URL is: <u>https://hurman.dhrm.virginia.gov</u>		
		Skip User Name.		
	User Name: Login			
	Register Complete Registration	Click Register .		
Step 2:	Enter Your Social Security Number	Enter your SSN twice.		
	SSN:"	Then click 'Submit'		
	Confirm SSN:"	men, chek Submit .		
	Submit Cancel			
Step 3:	Enter Your Date of Birth	Enter your date of birth as MM/DD/YYYY.		
	Date of Birth:* ▼	Then click (Submit'		
	Submit Cancel			
Step 4:	Confirm User Details	Click 'Ok' to confirm your user details.		
	Name: TESTOR, TESTY T			
	Agency: Department of Human Resource Management			
	Agency Address			
	101 N 14TH ST FL 18			
	RICHMOND, VA 23219			
	eMail: restytestor@clivm.virginia.gov			
	Contact your HR representative if your user details are			
	not correct.			
	Ok Cancel			
Step 5:	SecurePass Alert	Click 'Ok' and wait for the email with		
•	Your registration request is approved. To complete your registration, follow the	instructions to complete the registration.		
	instructions sent to your email address.			
	Ok			
Step 6:	Registration Approval Email	When you receive the email, return to		
		SecurePass.		
		The URL is: <u>https://hurman.dhrm.virginia.gov</u>		

First Time User or Registered Users who forgot their SecurePass User Name and/or Password:				
Pages 1-4				
Step 7:	Enter Registration Code Registration Code:	Enter the code from the email and your date of birth as MM/DD/YYYY.		
	Date of Birth:	Then, click 'Continue'.		
		If you copy the code, be sure to capture only the characters – no extra space at the beginning or end.		
Step 8:	Create User Name	Create a User Name.		
	Enter a User Name. A good User Name is at least 8 characters in length and cannot be easily guessed by someone else. User Name: Continue	The User Name must be at least 8 characters that is easy for you to remember and not easily guessed by someone else.		
		Then, click "Continue'.		
		You will need this user name each time you login to SecurePass.		
Step 9:	Security Questions	Select and answer 3 security questions.		
	Question 1: *	Answers must be at least 8 characters long and no two answers can be the same.		
	Answer: Question 3: * Answer:	When finished, click 'Continue'.		
	must select a question from each question group and enter an answer for each. were must be at least eight characters long, two answers can be the same.			
Step 10:	Extent a Reasonal lange and Crasts a Security Reason           Solar ar image Name         Solar ar image Name         Solar are image Name	Select a personal image on the left of the page and enter a security phrase in the box on the right of the page.		
	* OCCORDENSION	The security phrase must be at least 25 characters long and contain several words.		
		Next, click 'Continue'.		
Step 11:	Choose a Password	Create a password using the password rules.		
	Password Rules: 1. Your password must be at least 9 characters long. 2. You must use at least three out of the following: a. Upper case letter b. Lower lower case letter c. Number (09) d. Special or punctuation character (1,@,#,%o,*, etc.) 3. Passwords CANNOT contain: a. Two consecutive spaces. b. Any whitespace character other than a space.	The password must be at least 9 characters long, easy for you to remember and not easily guessed by someone else.		
	New Password: Submit Cancel	You will need this password each time you login to SecurePass,		
	Submit Cancel			

First Time User or Registered Users who forgot their SecurePass User Name and/or Password: Pages 1-4				
Step 12:	SecurePass Alert Registration is complete. You may log in with your SecurePass credentials. Ok	Click 'Ok'.		
Step 13:	Welcome to SecurePass Please log in or register       User Name:     Login       Register     Complete Registration	Enter your new User Name. Then, click 'Login'.		
Step 14:	Authenticate         Image: Constraint of the second of t	Check the box to verify your personal image and security phrase. Enter your new password. Read the acknowledgement and check the box when finished. Then, click 'Login'.		
Step 15:	SecurePass           General User           Applications           9/1/2014           HealthBenefitsDirect	<ul> <li>Notice the left navigation menu.</li> <li>Click 'Applications' and the desired application – 'HealthBenefitsDirect'.</li> <li>Wait for the application to load.</li> <li>If you do not see 'Applications' or a desired application is missing, expand 'General User', click 'Register for Application Access' and then, go to Step 16.</li> </ul>		

First Time User or Registered Users who forget their SecurePass User Name and/or Password:				
Pages 1.4				
Step 16:	Register for Application Access         Application:       HealthBenefitsDirect Production         Role:       Any         Justification:       (optional)         Submit multiple requests for the same application but different data access until you request all the data that you need.         Selected Data Access: Any         Data Access:         Any	Find Application and select 'HealthBenefitsDirect'. Skip Justification. Find Data Access and select 'Any'. Then, click 'Submit'.		
	Submit Cancel			
Step 17:	SecurePass Application Data Access          Your request was submitted. You will receive a response by email.         If you have requested all the data access you need, click the Done button.         To request more data access, click the Add button.         Done    Add	Click 'Done' and wait for an email approving access. This generally happens on the same day, but may take up to two business days.		
Step 18:	Access Approval Email	When you are approved, return to SecurePass and login with your User Name and Password. The URL is: <u>https://hurman.dhrm.virginia.gov</u> Then, repeat Steps 13-15.		