

Helpful Information About Using SecurePass

Step 1: SecurePass users will need to know their SSN, date of birth and DHRM-assigned ID. Most DHRM-assigned IDs are the same as the BES ID. The BES ID may be found on the group's Enrollment Report posted weekly in HuRMan.

Step 2: The URL for SecurePass is: <https://hurman.dhrm.virginia.gov/Portal/>

Step 3: SecurePass requires you to login or register an account.

- Returning users who remember their User Name and Password:
 - Enter your User Name and click 'Login'.
 - Check the Verification box.
 - Enter your Password.
 - Check the Acknowledgement box.
 - Click 'Login'.
 - Change your Password.
 - Go to Step 4.

- First-time users and returning users who forgot their User Name:
 - Click 'Register'.
 - Enter your SSN twice and click 'Submit'.
 - Enter your DHRM-Assigned ID and Date of Birth, then , click 'Submit'.
 - Click 'OK' to confirm your user details.
 - Click 'OK' and wait for email with instructions to complete the registration.
 - When you receive the email, return to SecurePass and click "Complete Registration'.
 - Enter the code from the email and your date of birth, then click 'Continue'.
 - Create a User Name and click 'Continue'.
 - Select and answer security questions and click 'Continue'.
 - Create a password and click 'Submit'.
 - Click 'OK'.
 - Enter your User Name and click 'Login'.
 - Check the Verification box.
 - Enter your new Password.
 - Check the Acknowledgement box.
 - Click 'Login'.
 - Go To Step 4.

- Returning users who remember their User Name but forgot their Password:
 - Enter your User Name and click 'Login'.
 - Click 'Reset Password'.
 - Enter your date of birth and click 'Submit'.
 - Answer your challenge question and click 'Submit'. *If you cannot answer your Challenge Questions, stop here and follow the instructions shown above for First-time users. You will need to register with new SecurePass credentials.*
 - Click 'OK' and wait for email with instructions to complete the password reset.

- Use the link from the email to return to SecurePass; the Password Reset Key will pre-fill.
- Enter your date of birth, then click 'Continue'.
- Enter a new password and click 'Submit'.
- Enter your User Name and click 'Login'.
- Check the Verification box.
- Enter your new Password.
- Check the Acknowledgement box.
- Click 'Login'.
- Go to Step 4.

Step 4: After you login to SecurePass you will see a left navigation menu.

- Click 'Applications'.
- Click the desired application (ACA Certification).
- If you do not see a desired application, click 'Register for Application Access'.
- Find Application and select 'ACA Certification'.
- Find Data Access and select "All".
- Click 'Submit'.
- Click 'Done' and wait for an email approving access. This generally happens on the same day, but may take up to two business days.

If you have difficulty with SecurePass, please contact ihelp@dhrm.virginia.gov.