Helpful Information about using SecurePass – updated March 1, 2018

Step 1: The URL for SecurePass is: https://hurman.dhrm.virginia.gov/Portal/

Step 2: SecurePass requires you to login or register an account. If you have difficulty with SecurePass, please contact Support@dhrm.virginia.gov for assistance.

- 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'.
    - Go to Step 3.

- Returning users who remember their User Name but not 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 Password.
    - Check the Acknowledgement box.
    - Click 'Login'.
    - 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 Date of Birth, and 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 Password.
    - Check the Acknowledgement box.
    - Click 'Login'.
    - Go to Step 3.

Step 3: After you login to SecurePass you will see a left navigation menu.
- Click 'Applications' and the desired application ('DataSheet'). *If you do not see 'Applications' or a desired application, go to Step 4.*

Step 4: When 'Applications' or the desired application is missing from the left navigation menu:
- Click 'Register for Application Access'.
- Find Application and select 'DataSheet'.
- 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.
- Login to SecurePass as a returning user once you receive the email approving Application Access.