T.A.P PeopleSoft Password Reset

1. Visit the Training Access Portal: https://login.tap.uh.edu/

2. Click on "PeopleSoft Password Reset."
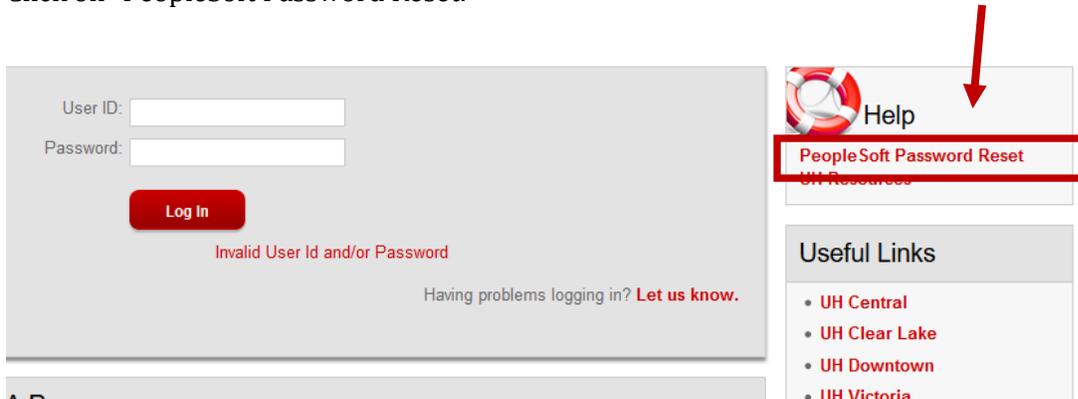
3. Enter your Employee Number and click "Continue."

4. The next screen will depend upon what you have done in the past.
   4a. If you have previously set up password security questions, it will ask you for them.
   4b. If you have not previously set up security questions, it will ask for your date of birth.
   4c. **Answer whichever prompt you receive and click "Email New Password."**
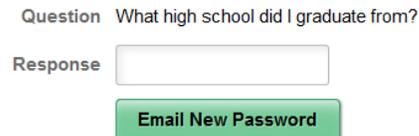
Once you click on "Email New Password," the system will send you an automated e-mail with a new access password. **Depending on system backup, it may be immediate, or it may take several hours.**
This will only change your PeopleSoft password – not your eServices/Email password.