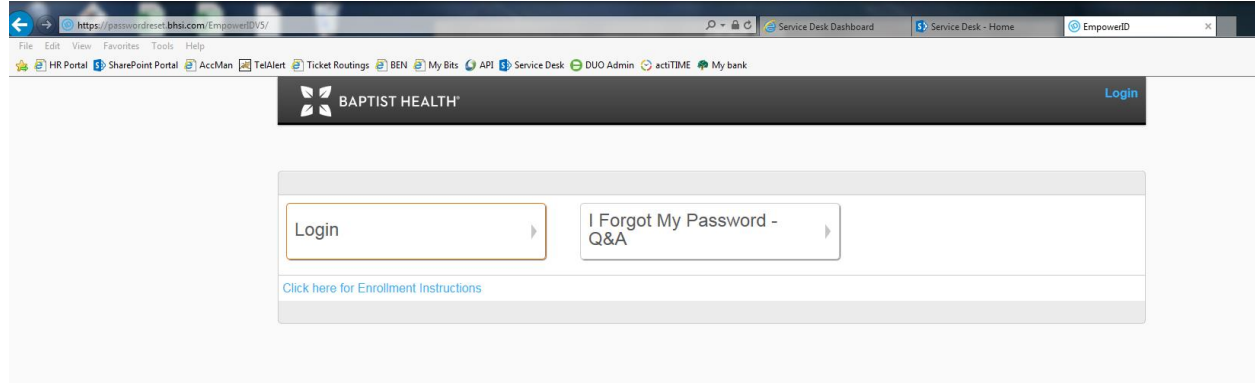
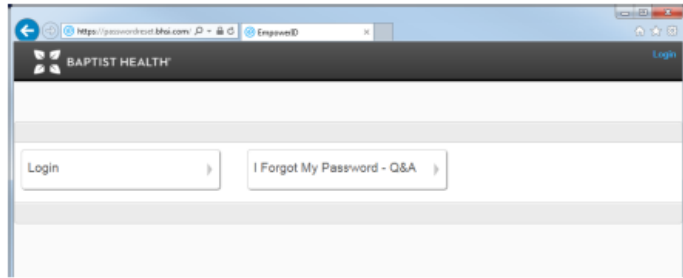


How to Reset Password Using EmpowerID

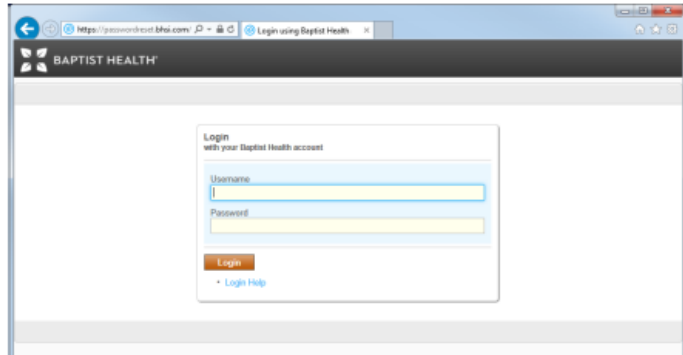
For external users, navigate to <https://passwordreset.bhsi.com>



You will be taken to the SSPM site.
Click the Login button.

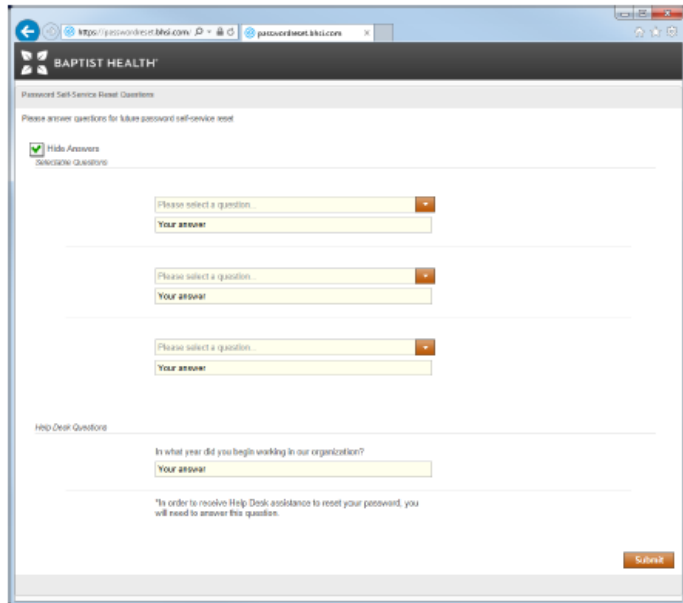


Enter your Baptist account information
and click the Login button.

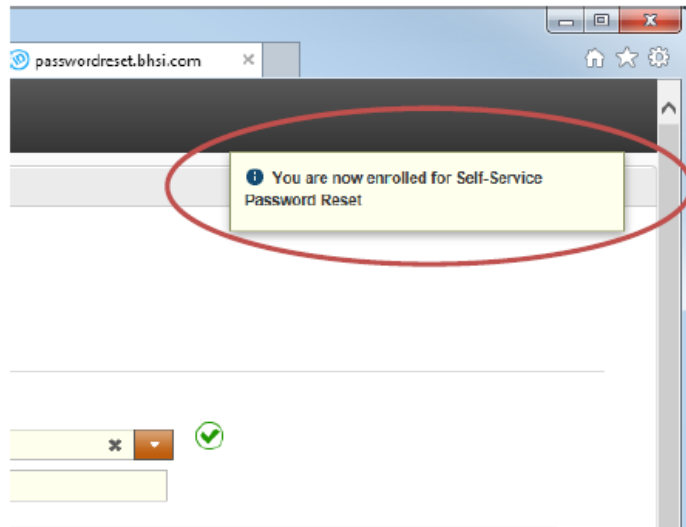


Answer the 3 Selectable Questions and
the Help Desk question. Click the Submit
button.

Note: If you are already enrolled, you will
see the main screen as shown in Step 7
and do not need to continue.

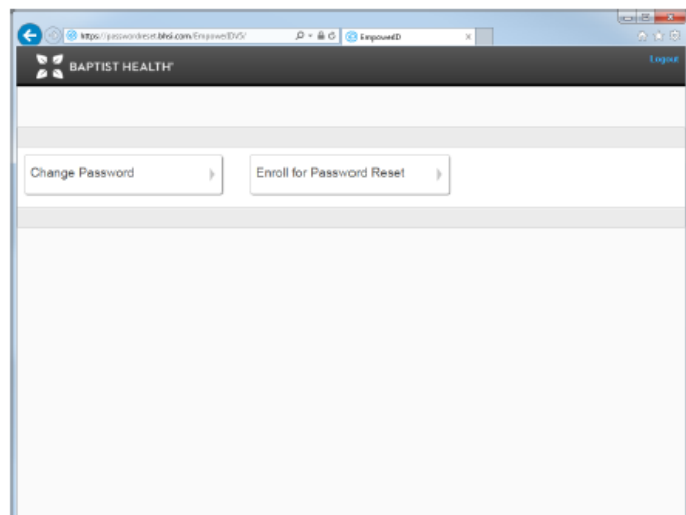


After clicking the Submit button, you will see this message box in the upper right corner of the window.



After a few seconds, your browser will automatically refresh taking you to the main page.

You are now enrolled in Self-Service Password Management (SSPM). You may now close the window – changing your password at this time is not necessary.



If you have any questions about the enrollment process, please contact the Service Desk for assistance.