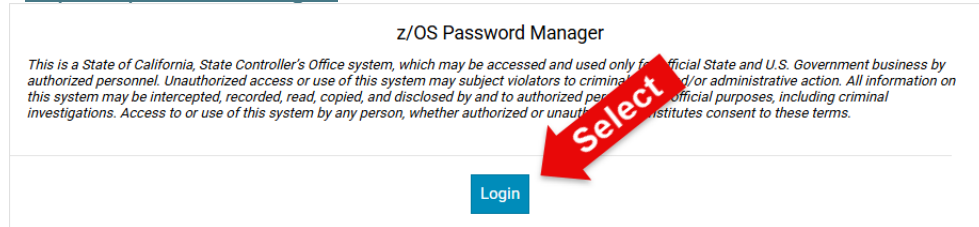


# z/Pass Quick Guide

## Change Your Password to a Passphrase

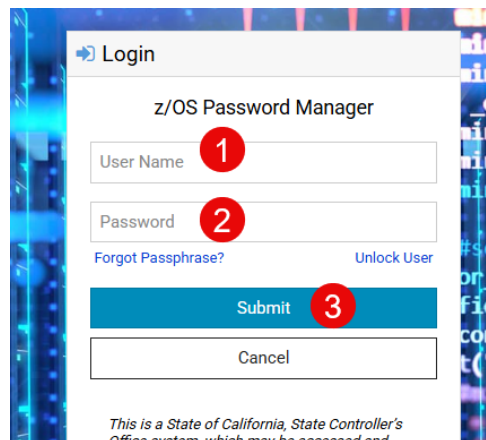
### Step 1 – Access z/Pass

z/Pass link: <https://zpass.sco.ca.gov>



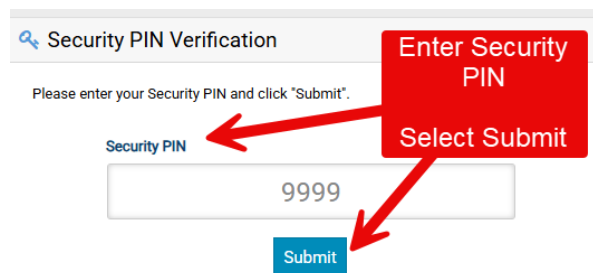
Select the **Login** button

### Step 2 – Enter Credentials



1. Enter your **User ID**
2. Enter your current **Password**
3. Select **Submit**

### Step 3 – Enter Security Pin



Enter your **Mainframe Security PIN** and select **Submit**

#### Step 4 – Validate Email, Part 1 of 2

Enter Email Address  
Select Submit

Email ID  
name@sco.ca.gov

Submit

Enter your Email Address and select Submit

#### Step 5 – Validate Email, Part 2 of 2

SCOMSD - Login Verification

scomsd@sco.ca.gov

CAUTION:  
This email originated from outside of the organization Email System.  
Do not click links or open attachments unless you recognize the sender's email address and know the content is safe.

Your login verification code is: [Redacted Code] **Verification Code**

This code is valid for 10 minutes and will expire 11-20-2025 01:44:29 PM.

Receive email, **note the Verification Code**

#### Step 6 – Enter Verification Code

Enter Verification Code  
Select Submit

Login Verification Code  
999999

Submit Resend Code

Enter the Verification Code and Select Submit

## Step 7 – Set up new Passphrase

The screenshot shows a web form titled "Change Passphrase". At the top right, there is a link "Passphrase Requirements" with an information icon, labeled with a red circle 1. Below this, the section "New Passphrase" contains two input fields: "Passphrase" (labeled with a red circle 2) and "Confirm Passphrase" (labeled with a red circle 3). At the bottom center of the form is a blue "Submit" button, labeled with a red circle 4.

1. **Select Passphrase Requirements link**, review, and close window
2. **Enter your new Passphrase**
3. **Re-enter your new Passphrase**
4. Select **Submit**

## Step 8 – Success!

The screenshot shows a success message at the top: "Congratulation! You have successfully changed your password to passphrase. You can go login as you normally would with your new passphrase." Below this is a "Welcome" message and a "Profile information" section. The profile information is displayed in a table:

User ID	
Email	
Last Access	07-03-2025 12:00:00 PM
Passphrase Changed	Invalid date

You have successfully changed your password to a passphrase.  
Please login as you normally would with your new passphrase.

If assistance is required, please contact the ISO at:  
SCO Mainframe Service Desk [scomsd@sco.ca.gov](mailto:scomsd@sco.ca.gov)