

# z/Pass Quick Guide

## Change Your Password to a Passphrase

### Step 1 – Access z/Pass

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

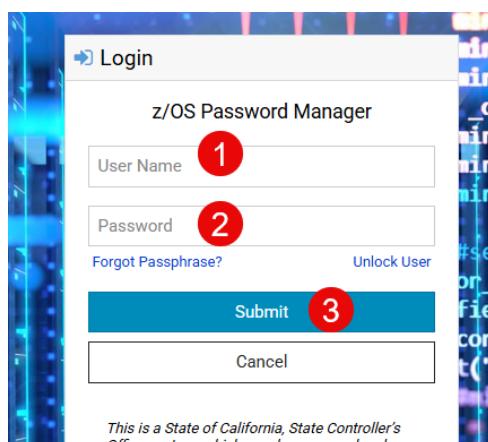


This is a State of California, State Controller's Office system, which may be accessed and used only for official State and U.S. Government business by authorized personnel. Unauthorized access or use of this system may subject violators to criminal, civil, and/or administrative action. All information on this system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Access to or use of this system by any person, whether authorized or unauthorized, constitutes consent to these terms.

**Login**

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

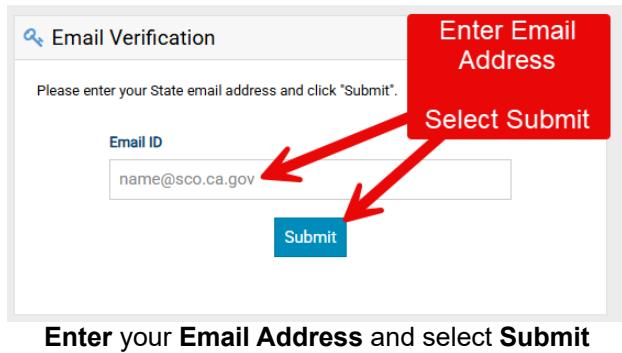


**Enter Security PIN**

**Select Submit**

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

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

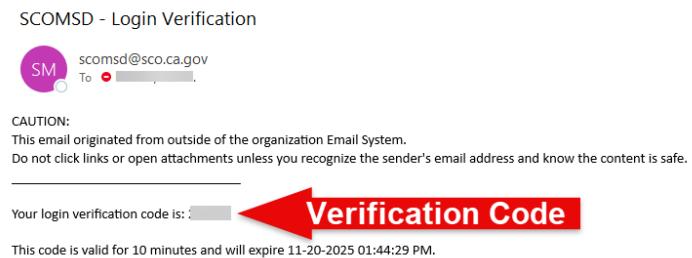


Enter Email Address

Select Submit

Enter your Email Address and select Submit

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



SCOMSD - Login Verification

SM scomsd@sco.ca.gov To: [REDACTED]

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.

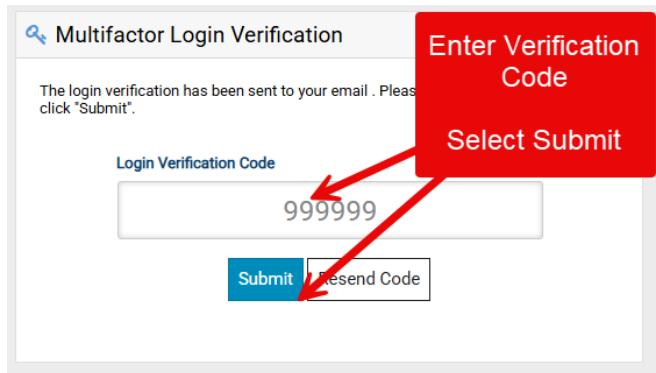
Your login verification code is: 999999

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

Verification Code

Receive email, note the **Verification Code**

#### Step 6 – Enter Verification Code



Enter Verification Code

Select Submit

Enter the Verification Code and Select Submit

## Step 7 – Set up new Passphrase

The screenshot shows a 'Change Passphrase' window. At the top right is a 'Passphrase Requirements' link with a red circle containing the number 1. Below it are two input fields: 'Passphrase' (labeled 2) and 'Confirm Passphrase' (labeled 3). At the bottom right is a 'Submit' button (labeled 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 'Profile information' page. At the top, a green bar says 'Congratulations! You have successfully changed your password to passphrase. You can go login as you normally would with your new passphrase.' Below it, a table shows user details: User ID (redacted), Email (redacted), Last Access (07-03-2025 12:00:00 PM), and 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)