

## **z/Pass Quick Guide**

### **Reset a Passphrase**

#### **Step 1 - Access z/Pass**

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

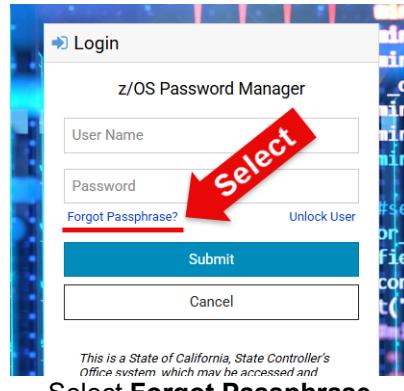


This is a State of California, State Controller's Office system, which may be accessed and used only for official State and U.S. Government business by authorized personnel. Unauthorized access or use of this system may subject violators to criminal and/or administrative action. All information on this 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 - Forgot Passphrase**

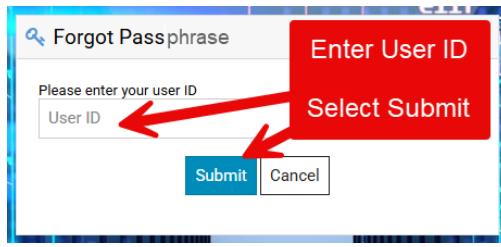


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**Forgot Passphrase?**

Select **Forgot Passphrase**

#### **Step 3 – Enter User ID**



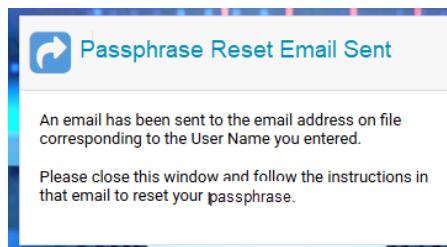
Please enter your user ID

**User ID**

**Submit** **Cancel**

Enter your **Mainframe User ID**  
Select **Submit**

#### **Step 4 – Reset Email Sent**



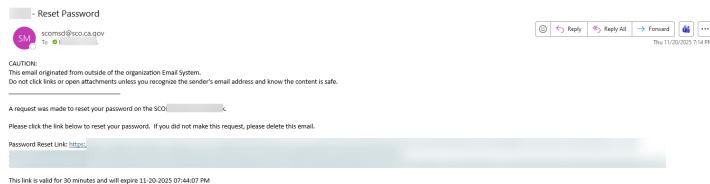
**Passphrase Reset Email Sent**

An email has been sent to the email address on file corresponding to the User Name you entered.

Please close this window and follow the instructions in that email to reset your passphrase.

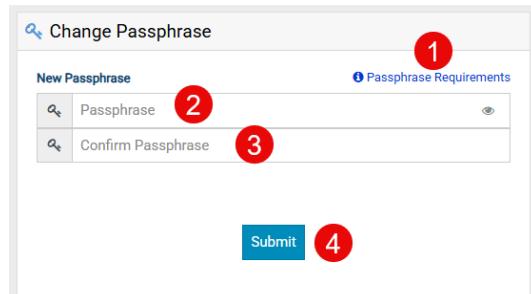
**Check your email in-box for a Reset Password email**

## Step 5 – Email and Link Received



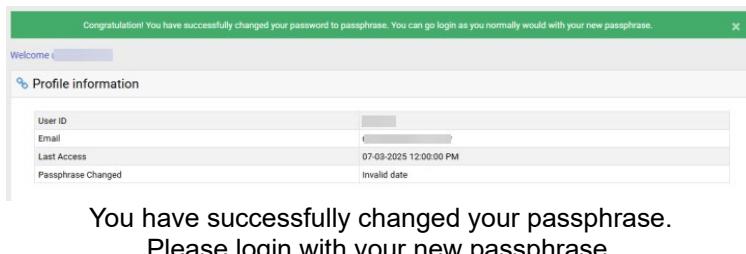
Click on the Password Reset Link

## Step 6 – Set up new Passphrase



1. Select Passphrase Requirements link to review requirements
2. Enter your new Passphrase
3. Re-enter your new Passphrase
4. Select Submit

## Step 7 – Success!



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