

# z/Pass Quick Guide

## Reset a Passphrase

### Step 1 - Access z/Pass

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



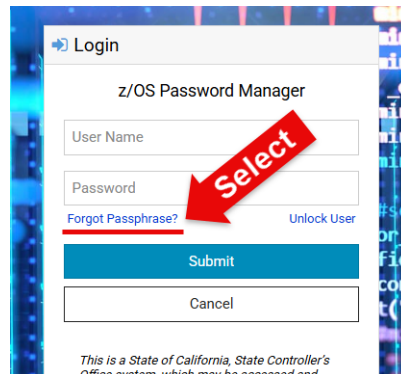
z/OS Password Manager

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



Login

z/OS Password Manager

User Name

Password

[Forgot Passphrase?](#) [Unlock User](#)

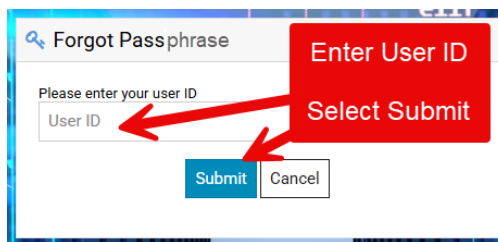
Submit

Cancel

This is a State of California, State Controller's Office system, which may be accessed and

Select **Forgot Passphrase**

### Step 3 – Enter User ID



Forgot Passphrase

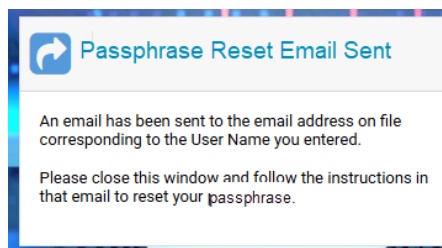
Please enter your user ID

User ID

Submit Cancel

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

### Step 4 – Reset Email Sent



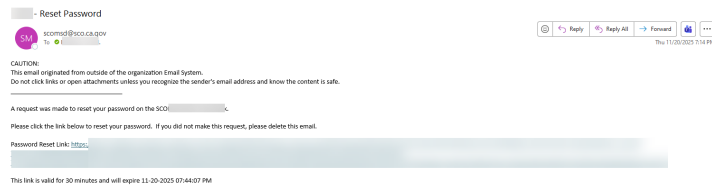
Passphrase Reset Email Sent

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



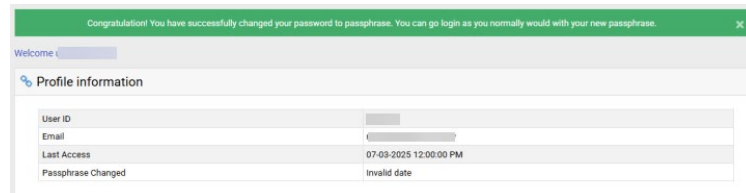
Click on the Password Reset Link

## Step 6 – Set up new Passphrase

A "Change Passphrase" form with a "New Passphrase" section. It has two input fields: "Passphrase" and "Confirm Passphrase", followed by a "Submit" button. Red numbered circles 1 through 4 indicate the steps: 1. Click "Passphrase Requirements", 2. Enter new passphrase, 3. Re-enter new passphrase, 4. Click Submit.

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!



You have successfully changed your passphrase.  
Please login 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)