



EMPLOYMENT & HUMAN SERVICES

MEMORANDUM

Kathy Gallagher, Director

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To: All Staff (less CSB), Code 2 Date: April 21, 2020
From: Ecotime Administrators
Subject: Reminder: How to Set Password for External Ecotime Link

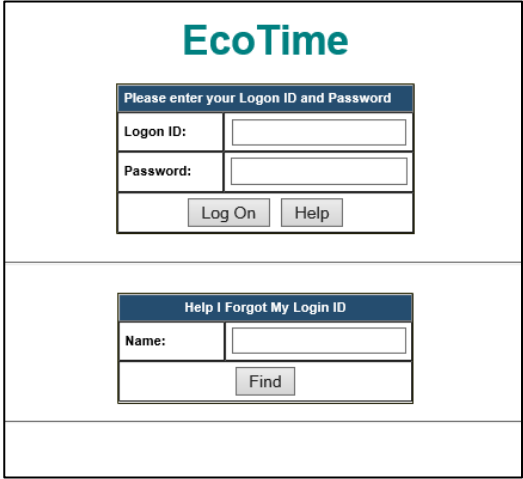
Kindly read the instructions below in order to set your password when using the external Ecotime Link. You will need to use this link to log onto Ecotime from a device that is not connected to the County’s network (internet system).

Please do not use the Single Sign On link published on the EHSD Intranet Page when you are not connected to the County’s internet system.

Step 1 – Access the system to Sign In:
Sign in to access Ecotime from a non-County network device by using the link:
https://ehsd.ecotimebyhbs.com/Ecotime.
Enter your Employee Number in the Logon ID field.
If you forgot your Employee Number, enter your last name only in the Help I Forgot My Login ID box and click the Find button.

Step 2 – Enter Password:
Enter the default password “123” in the Password field. The password will not be displayed.

Step 3 – Log In:
To Log In, click the Log On button.



An error message will automatically appear, prompting you to change your password as displayed on the next page.

- Step 1 – Enter “123” in the **Old Password** box.
- Step 2 – Enter your New Password in the **New Password** box.
- Step 3 – Enter the New Password again in the **Verify Password** box.
- Step 4 – Click on the **Submit** button to confirm your new password.

ERROR: Your password is expired.

Please enter your old password in then 'Old Password' box,
enter your new password in the 'New Password' box,
enter it again in the 'Verify Password' box,
and then click 'Submit'.

Change Password	
Old Password	<input type="text"/>
New Password	<input type="text"/>
Verify Password	<input type="text"/>
<input type="button" value="Submit"/>	

If you are having trouble accessing the system or need to reset your password, please contact the Ecotime Administrators at ecotimehelp@ehsd.cccounty.us.