PeopleSoft Self-Service Log-in Instructions
## City of Norfolk

The general audience of this document is for employees that have ended employment with the City. It is not intended for those individuals that perform day-to-day operations with the City.

Please also note your access to PeopleSoft is only good for __45 days.__

1. **Using a web browser, preferable Google Chrome, go to www.norfolk.gov/finance.**

2. **Click on the PeopleSoft Self Service link which is located on the left side of the page.**
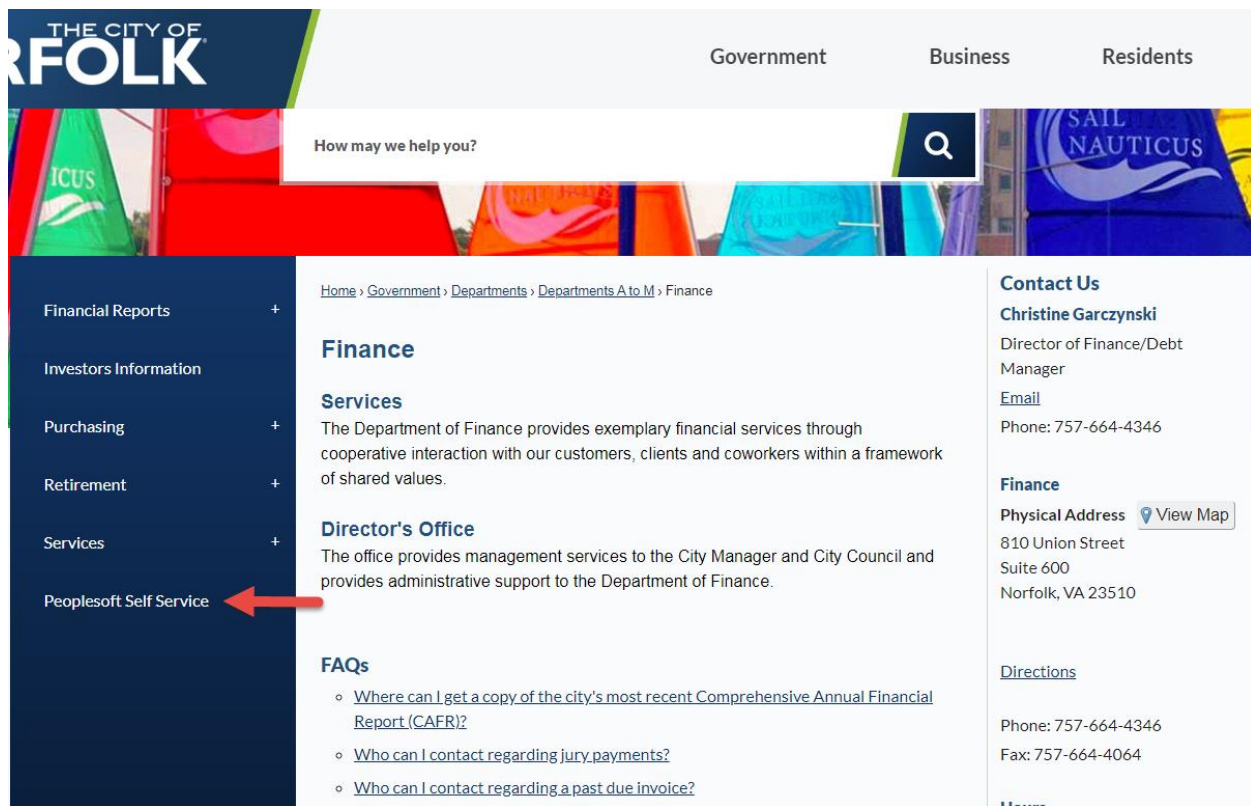
3. **At the log-in screen enter in your User ID and Password.** Your Initial Password is the first 4 letters of your last name followed by the last 4 digits of your SSN, followed by an asterisk. Please note your password is case sensitive. For example, employee John Smith's log-in would be Smit1234* (assuming the last 4 of your SSN is 1234)
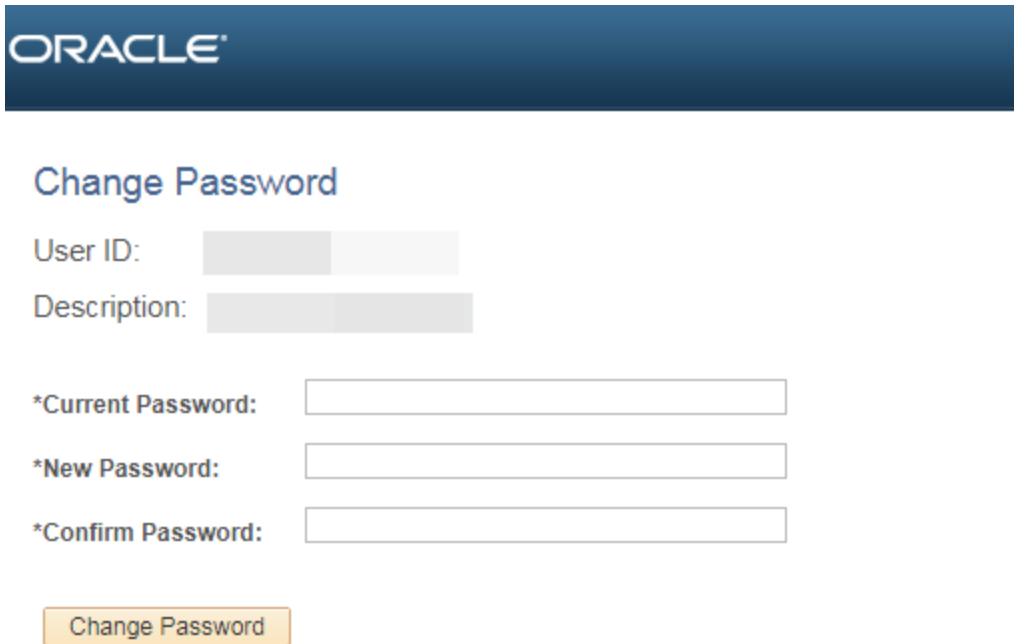
4. Once you have entered your User ID and Password, hit Sign In.
5. When you log in for the first time using these credentials, you will see the following screen below and be alerted that your password has expired. Click the "Click here to change your password." link.
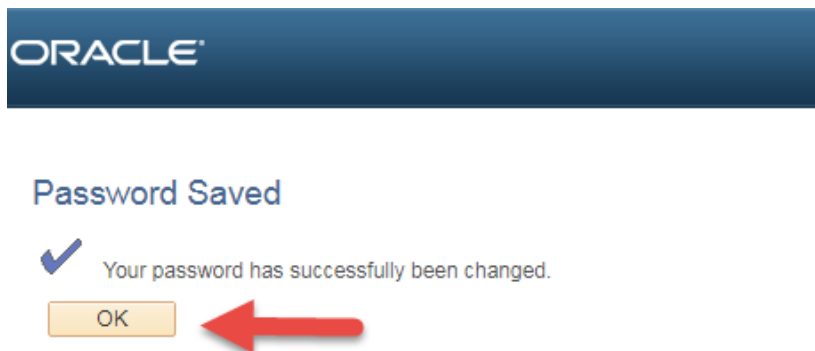
6. **You will then see the following screen which will prompt you to create a new password.**

7. **Re-enter your current (1st four of your last name, last four SSN, and an asterisk)** Your new password must be at least seven characters with one capital letter, one number and one special character (i.e. @, # %,&). ***Remember your password is case sensitive.

8. **Re-enter your new password in "Confirm Password:"**

9. **Click "Change Password"**

10. **If you were successful, you will see the following screen.**

11. Click OK.

Congratulations! You have successfully logged into PeopleSoft and changed your password!