



**ANTELOPE VALLEY
HOSPITAL**
A facility of Antelope Valley Healthcare District



Self-Service Center

Employee Self-Service Quick Reference Guide Change Self-Service Password

Change Your Self-Service Password

Use this process to change your Self-Service password.

- Sign into a computer.
- Click on the Internet Explorer logo. If you are on the AVH Intranet and AVH Portal does not appear, enter <http://portal> in the URL address field.
 - If you are accessing **Self-Service** externally, go to avhospital.org and go to the **Employee** page.
- Click on the **Self-Service** logo.



- The **Self-Service** Sign-on page appears (see the next page for a picture of the Sign-on page).
- Enter your **USER ID** and **Password**, and click on the **Sign In** button.



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→ User ID:

→ Password:

Sign In ←

[Forgot Password?](#)

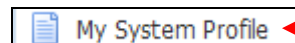
Select a Language:

English	Español
Dansk	Deutsch
Français	Français du Canada
Italiano	Magyar
Nederlands	Norsk
Polski	Português
Suomi	Svenska
Čeština	日本語
한국어	Русский
ไทย	简体中文
繁體中文	العربية
UK English	

- Click once on **Main Menu**.



- Click once on **My System Profile**.





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Password

[Change password](#)

[Change or set up forgotten password help](#)

- Click once on **Change password**.
- Enter your **Current Password**.

Change password

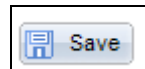
Current Password:

New Password:

Confirm Password:

- Enter your **New Password**.
- Enter your new password in **Confirm Password**.
- Click on **OK**.

- Scroll down to the bottom of the page and click once on the **Save** button.
- This completes changing your Self-Service password.
- Click on **Main Menu**, then click **Employee Dashboard** to return to Self Service.





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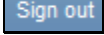

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Remember

**Never share your user ID and password with anyone. Sharing your user ID and password could be grounds for termination of employment.

Sign Out of Self-Service

- Go to the top right corner of **Self-Service** and click on **Sign Out** 
 - **Important:** To prevent others from viewing confidential information when using a shared or a public computer, **close your internet browser window AFTER** you sign out of **Self-Service**. To close your internet browser window, click .

Who Do I Contact With Self-Service Questions?

Please provide detailed information when you contact one of the following email addresses with Self-Service questions. Also provide a primary and secondary means of contacting you.

- Contact payroll@avhospital.org with Payroll Self-Service questions.
- Contact hrselfservice@avhospital.org with HR Self-Service questions.
- Contact the IT Help Desk with computer-related questions for AVH-owned equipment and Self-Service User ID and password questions.