

Taskroom Help Series: Password Reset Guide

Having password woes? Taskroom is here to help!

Please click on the account that needs a reset password to jump to the related guide:

[PSC Client](#)

[Government](#)

[Learn](#)



Forgot Your PSC Client password or username?

Welcome to the PSCClient Application

User ID

Password

[Forgot your password?](#)

Log In

New to PSCClient?

Create an Account

Having trouble logging in?

Note: Please use your **Employee Number** as your PSCClient Username



Contact Us

PSC Client

Forgot your password?

Simply enter your Username and click Recover Password. Access instructions will be sent to the email address associated with your account.

User ID

Enter your User ID...

Recover Password

Step One

If you are logging into PSC Client for the first time, please see this first login guide [here](#).

If you have forgotten your PSC Client password, click on the “**Forgot your password?**” button underneath the password field.

Step Two

Please enter in your five-digit employee number in the “User ID” field. Your employee number can be found on your paystub.

If you cannot locate your employee number, contact the HR Service Centre at HRSC@gov.sk.ca or 1-877-852-5805 or 306-798-0000 for assistance.

Click the “Recover Password” button.

After completing these steps, you will receive a new password via email to your @gov.sk.ca account.

Forgot your Government of Saskatchewan account login?

There are a number of ways to reset a forgotten Government of Saskatchewan account password. Click the links below to jump to the content:

- Password Reset Self-Help Tool
- Pass Phrase
- Call the ITD Help Desk

Method One: Password Reset Self-Help Tool

The easiest way to reset your Government of Saskatchewan login is the Self-Service Password Manager tool. It enables users to reset forgotten passwords and manage their user login information themselves. Please consider utilizing this resource to help streamline the volume of IT Help Desk calls.

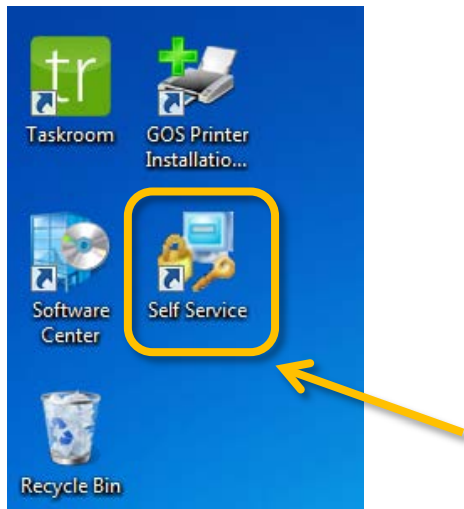
If you already have this tool set up:

Windows 8 Users: To access the tool, on your workstation login screen, you will find a “forgot my password” button under your password field. Follow the instructions on screen to reset your password.

Windows 10 Users: To access the tool, click “Sign in options” and click the key icon on the right. Follow the instructions on screen to reset your password.

For more in-depth instructions, check out the [Password Manager](#) guide to learn how to set up and use this tool.





Step One: To Step Up the Tool

If you haven't done so already, you will need to set up your Self-Service Password Manager account.

For Windows 8 Users: On your workstation login screen, you will find a "forgot my password" button under your password field. Refer to screenshots from previous page.

For Windows 10 Users: If you are using Windows 10, click "Sign in options" and click the key icon on the right. Refer to screenshots from previous page.

If you forget your password or your account becomes locked, you can click this button and it will allow you to reset your password.

The tool can also be accessed by clicking the "Self Service Password Manager" icon on your desktop, or by visiting: <http://sdpwdmgr.gos.ca/PMUser/>.

Find Your Account

Enter a part of your first and/or last name or user name:

Search for your account

Select location:

sdpwdmgr.gos.ca

Search

Home

Welcome, **jsmith**. If you are not **jsmith**, [click here](#).
Configure your Questions and Answers profile and manage your passwords by using the tasks below.



My Questions and Answers Profile

Configure your personal Questions and Answers profile that will allow you to reset your forgotten password and unlock your account in the future.

Disabled Tasks

Step Two: Configuring the Tool

Once you access the tool, you must first find your account and create a security question and answer profile.

To find your account, enter in your Government of Saskatchewan account username into the "Search for your account" field. (i.e. **tjohnso** or **jsmith** or **kanders3**).

Click "Search" to locate your account.

Step Three: Setting Up Your Profile

To set up your profile, click the "My Questions and Answers Profile." Follow the prompts on screen to configure your security profile.

After you have set up your Questions and Answers profile, you can use the Self-Service Password Manager tool anytime you need your password reset or account unlocked.

Method Two: Pass Phrase

Government of Saskatchewan
Information Technology Division

Pass Phrase Form

Last revised: Jan 2018
Last reviewed: Jan 2018
Next review: Jan 2019

This form should be used to submit a Pass Phrase to reset a network or account password.

Your Pass Phrase is a confidential question that only you and the IT Service Desk will know. It is a way to verify your identity when you call in. The Pass Phrase is not the same as your password.

If you ever forget your password, call the IT Service Desk at **306-787-5000**. Please return this completed form to PassPhraseITO@gov.sk.ca.

With your Pass Phrase set up, you can also register in the [password self-help tool](#). This tool allows you to unlock your own account even faster by clicking a link on your login screen.

Pass Phrase Information		
Name	Phone Number	E-mail Address
Pass Phrase Question		
Pass Phrase Answer		

You can reset a forgotten password by using a Pass Phrase. Your Pass Phrase is a confidential question that only you and the IT Service Desk will know. It's a way to verify your identity when you call in.

To set up a Pass Phrase, fill out the [Pass Phrase Submission Form](#) and submit it to PassPhraseITO@gov.sk.ca.

Once you have your Pass Phrase set up, you can call the ITD Help Desk at 306-787-5000. They will ask you your pass phrase question, and reset your password once you provide your unique pass phrase answer.

Method Three: Call the ITD Help Desk



If you cannot recall your password, please call the IT Helpdesk at 306-787-5000 for further assistance.

To help streamline the volume of IT Helpdesk calls, please consider setting up the [Password Reset Self-Help Tool](#) or a [Pass Phrase](#).



Forgot your Learn account password?

Government of Saskatchewan | [Guest](#) | [Login](#) | [Contact Us](#)

LOGIN

This site is for Government of Saskatchewan Employees. To login for the first time, please select FORGOT PASSWORD.

Username



Password [Forgot Password?](#)

Step One

To log into Learn for the first time, please see this [First Login Guide](#).

If you cannot recall your Learn password, please select the “**Forgot Password?**” button beside the Password field .


Government of Saskatchewan | [Guest](#) | [Login](#) | [Contact Us](#)


 

FORGOT YOUR PASSWORD?

To reset your password, please enter your username. [Forgot your username?](#)

Username

Security Measure 



Step Two

To reset your Learn password, enter your username into the “Username” field. Your username will be the same as your Government of Saskatchewan login (i.e. **tjohnso** or **jsmith** or **kanders3**).

Enter in the letters and numbers you see in the “Security Measure” picture.

Hit the “Submit” button.

After completing these steps, a new temporary password will be sent to your @gov.sk.ca email address.