GEORGIA
DEPARTMENT OF NATURAL RESOURCES

Instructions for Initial Log On to TeamWorks (PeopleSoft) HCM

If your job requires you to have access to more than Employee Self Service and Manager Self Service in TeamWorks (PeopleSoft), you must first complete the *TeamWorks (PeopleSoft) HCM Security Application*. This form can be found on the DNR Intranet at **http://dnrnet.dnr.state.ga.us/teamworks_peoplesoft_hcm_access**.

The application must be completed, signed, approved and signed by your supervisor and forwarded as per the instructions on the application. Once the application is processed, you will be contacted by the Agency Security Officer that your access is approved. Once you receive the notification, follow the instructions below:

- Log on to **https://route88.state.ga.us**.
- Type your Employee ID # in the 'User ID' Field.
- Type your password in the password field. (If you have not accessed TeamWorks (PeopleSoft), use your Social Security number without dashes.)

Employee Self Service

PeopleSoft HCM

User ID

Password

Sign In

Reset / Forgot your password?

- Click on Sign In.
- Navigate using the Main Menu.

If you are not able to complete your initial sign on, contact the Agency Security Administrator at 404-657-9744 or email **Christine.Yawn@dnr.ga.gov**.

If you use your Social Security number, the following screen will appear. Fill in the requested information using the information on the top of the next page.

Change Password

User ID: Your User ID
Description: Your Name

*Current Password:
*New Password:
*Confirm Password:

Change Password

- Enter your Social Security number without dashes as your current password (*only if you do not have a password*) and then select a new password and enter it in the 'New Password' and 'Confirm Password' fields. Your new password must contain at least one symbol; it must also contain at least one number. The password must contain at least 8 characters. The password is case sensitive. You may want to consider some combination of the suggested characters that contain the current month and year. For example (*Tree$0115*). When you change your password every 30 days as required, it is easy to remember that you simply have to update the month and year as needed.

  (01) = January   *(15)* = 2015 in February 2015   You can change your password to **Tree$0215.**

- The following will appear:

Password Saved

✔ Your password has successfully been changed.

- Follow this navigation to set up security questions and answers so you will be able to reset your password:
  Main menu > My System Profile - Click on 'Change or set up forgotten password help' which open the following screen:

Change or set up forgotten password help

Help

You must populate all 3 questions and responses.
Your responses will be stored in upper case.
The questions and responses will be used to authenticate you, if you forget your password.

Hint 1

Question: [▼]
Select from the list of questions.

Response: [   ]

Hint 2

Question: [▼]
Select from the list of questions.

Response: [   ]

Hint 3

Question: [▼]
Select from the list of questions.

Response: [   ]

[OK]   [Cancel]

- Be sure to answer the security questions provided by PeopleSoft and record your answers in a safe place.