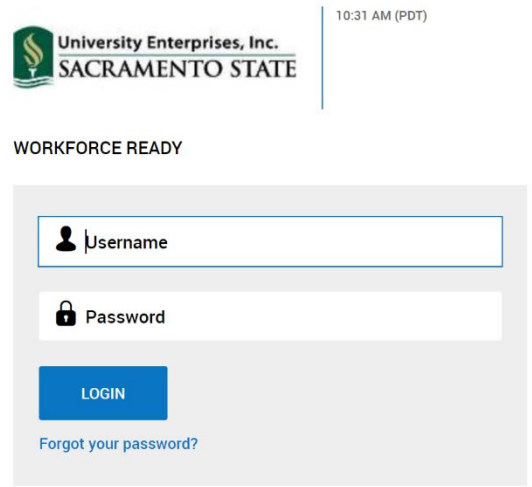




Logging In & Passwords

- Access the log-in page via this link: [UEIWorkforce URL](#)
- Your **username** is the first letter of your last name, followed by your 8-digit UEI identification number. For example, Maria Gonzales has employee ID 00012345. Maria’s username would be g00012345
- All new UEIWorkforce users are sent an email with a temporary **password** to use when you first log in. The email subject will be from noreply@saashr.com with a subject similar to “Login Information for UEIWorkforce.”



Tip: UEIWorkforce notifications for payroll, timekeeping, and more, will be sent from the noreply@saashr.com email address. Create an Outlook rule to prevent emails from this address from routing to your junk mail folder.

- **If you cannot find the email**, try your junk email folder. Also keep in mind that this email will be sent to the email address we have in your employee file. This may be the personal or school email you used when you applied for a position with UEI.
- You will be prompted to change your password when you first log in. Your new password will need to be nine characters long, contain at least one special character, at least one capital letter and at least one number.

- For security purposes, you will be prompted to use a **virtual code authentication process** when you log in for the first time, log in after 30 days of inactivity, log in from a new/different device, or log in from a different browser.
- When prompted to configure your virtual code settings, select **Text Message**.
- Select **SEND TEXT MESSAGE**. You will receive a code within 5 minutes. Enter the code and be sure to **check the box** below to reduce the number of times you will have to go through the virtual code authentication process. Finally, press **CONTINUE**. Avoid pressing enter, as it may result in errors.

Configure Virtual Code Settings

Please select one of the following methods to validate your identity. A code will be sent to the method chosen.

You will need to enter this code after you receive it. It should only take a moment to receive it once you've made your selection.

Methods: Text Message Voice Email

Text message will be sent to: *****0638

SEND TEXT MESSAGE

Enter Code

By checking this box, the system will not require the entry of a code from this browser and computer with each login. If you do not login from this device at least once in the previous 30 days, the system will require a new verification code sent to you.

CONTINUE

Troubleshooting Tips:

- **Can't remember your password?** Select the *Forgot your password?* hyperlink on your log-in page. You will be prompted to enter a security question to confirm your identity. Follow the instruction provided.

University Enterprises, Inc.
SACRAMENTO STATE

10:31 AM (PDT)

WORKFORCE READY

Username

Password

LOGIN

[Forgot your password?](#)

- **Need to update your password?** Select the main menu icon in the upper left corner: Then, from your individual view menu, select **My Information**, then **Change Password**. Follow the prompts to update your password.

MY INFO

My Information

My Profile

Change Password

- **Locked out of your UEIWorkforce account or need further assistance logging in?** Contact UEI's Information Technology Helpdesk at uei-helpdesk@csus.edu or call (916) 278-4222. You may also contact UEI Human Resources at uei-hr@csus.edu or call (916) 278-7003.