

# How to Make Your HR Self-Service Password Secure

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Your HR Self-Service password protects the confidentiality of your information and the integrity of the State of Michigan HR System. You are responsible for protecting your password and keeping it secure.

## Password Security Tips

1. Protect your password from unauthorized use
2. Don't share your password with anyone
3. Try to memorize your password instead of writing it down
4. Never leave your password written down near your computer or any place it can be found and used
5. Always remember to completely log out of your HR Self-Service account and close all browser windows before you leave your computer
6. Make sure you are being prompted to login each time you access your account; if you are automatically signed in [unsave your password](#).
7. [Reset your password](#) every 90 days
8. If you think your password has been compromised, [reset your password](#) immediately.

## Assistance with EMSS

For additional assistance, please contact the MI HR Service Center.

**Hours:** Monday – Friday, 8:00 a.m. to 5:00 p.m. (except Holidays)

**Phone:** 877-766-6447