
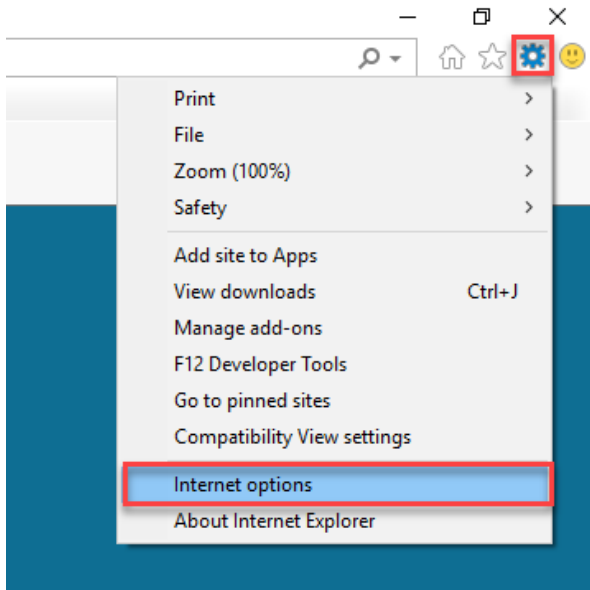


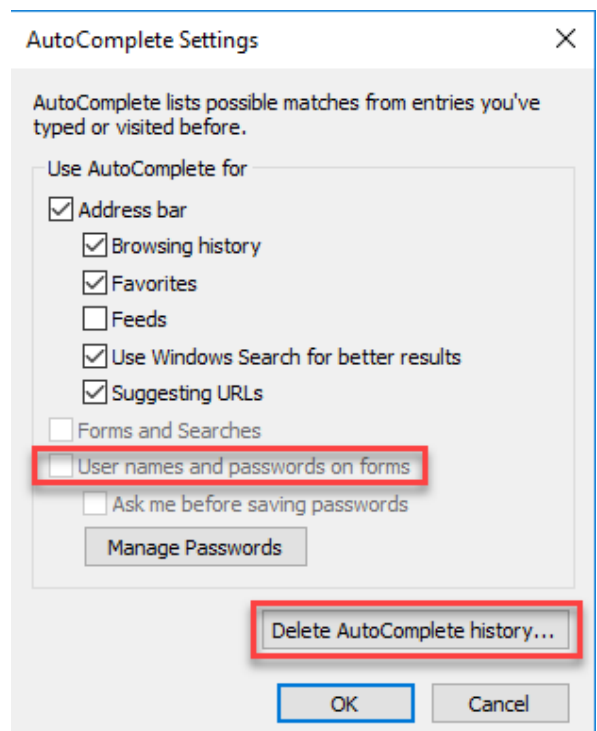
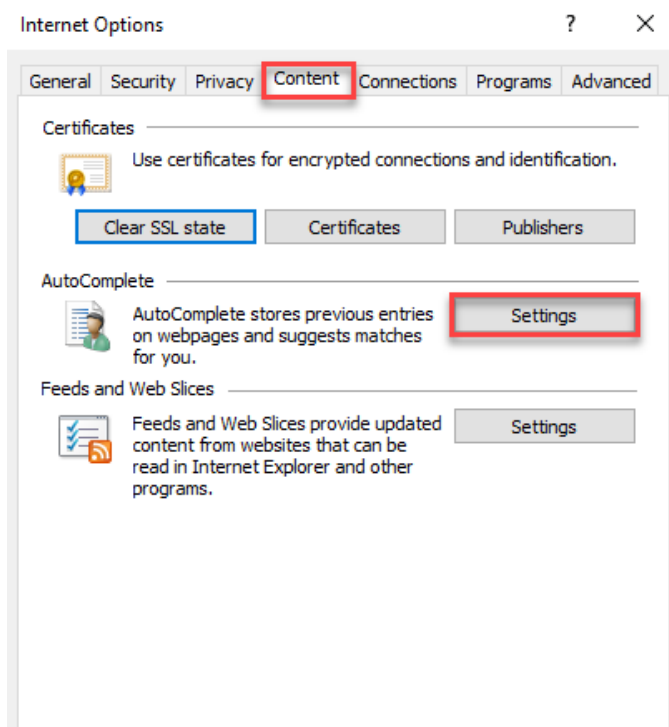
# How to Unsave Your HR Self-Service Password

## Internet Explorer

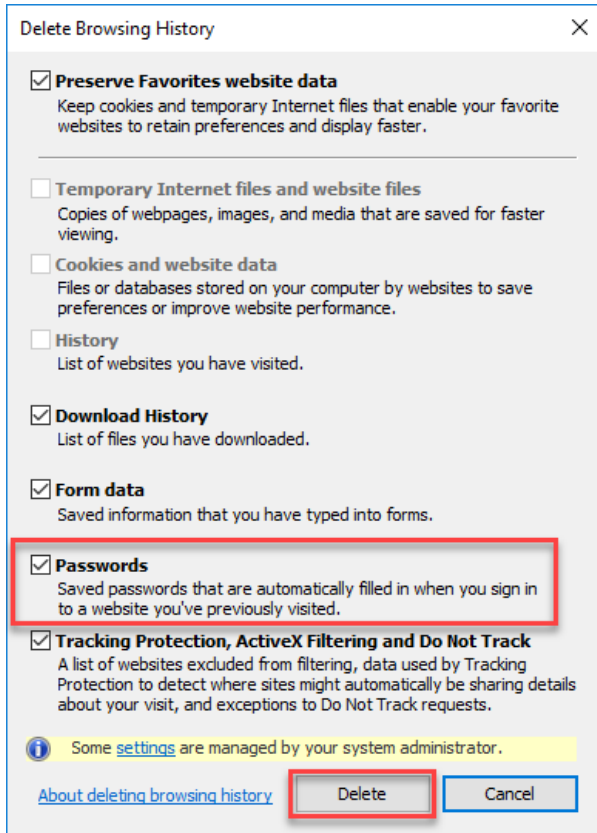
1. From the browser Tool Bar, click the Tools icon  in the upper right-hand corner and select Internet Options from the drop-down menu. You can also access this from the Menu Bar under Tools.



2. From the Internet Options window, select the content tab. Then select the Settings button in the AutoComplete section.
3. On the AutoComplete Settings window, make sure the 'User names and passwords on forms' option is **NOT** checked. Next, click 'Delete AutoComplete History...'





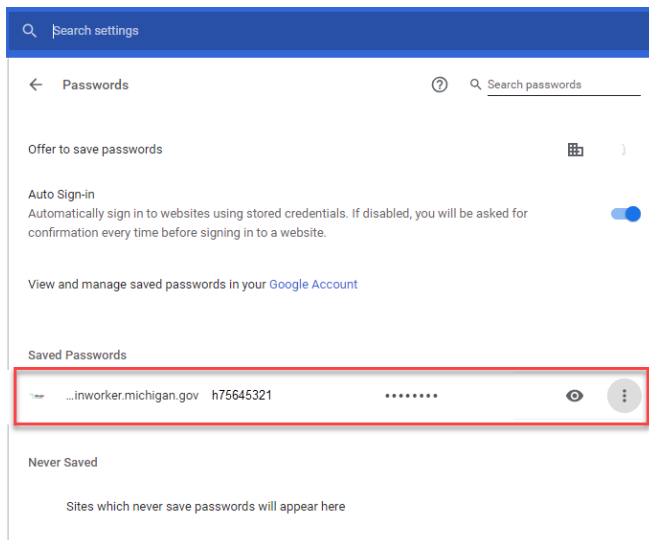
4. On the Delete Browsing History window, check the box next to 'Passwords' and click Delete.




5. Once you have deleted your passwords, click OK in the AutoComplete Settings and Internet Options windows. Press F5 key on your keyboard to refresh the screen.

## Google Chrome

1. From the browser Tool Bar, click current user  icon in the upper right-hand corner and select 'Passwords'.
2. Under Saved Passwords, look for the miloginworker.michigan.gov site. Your User Name (h75645321) may also be listed. To the right of the website name, click More  and then remove.



3. Once you have cleared your saved password, you will need to clear your browsing data.
  - a. Select the 3 vertical dots icon  in the top right corner of your browser
  - b. Click 'Settings', then scroll down and select, 'Advanced'
  - c. Under the 'Privacy and Security' section, click 'Clear browsing data'
  - d. Make sure all 3 categories (Browsing history, Cookies, and Cached images and files) are selected. Also, verify that your 'Time range' is set to 'All time'
  - e. Click 'Clear data'

Clear browsing data

Basic Advanced

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Time range All time ▼

- Browsing history**  
Clears history and autocompletions in the address bar.
- Cookies and other site data**  
Signs you out of most sites.
- Cached images and files**  
Frees up 520 MB. Some sites may load more slowly on your next visit.

Cancel Clear data

**Note:** 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](#).

### 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