



Employee Self-Service Password Reset

For further assistance, contact CTA HR Hotline 312-681-2225, press Option 4 for Oracle Technical Support OR email hrtechsupport@transitchicago.com

1

If you are accessing employee self service for the first time OR have forgotten your password, select "CTA Employees: Forgot your username/password?"

2

Enter your **Badge Number** then click **Next**

3

Enter the requested information then click **Next**. Click **Ok** on Step 3 to reset your password.

Note: Enter the zip code currently on file with CTA. Enter the 20-digit card serial number located on the back of your employee ID card.

4

Copy/paste the temporary passcode provided then click **Ok**

5

Enter your login credentials provided to change your password.

User Name: E 'zero' then employee number

Password: Paste or type the temporary passcode provided

Click **Log In**

6

Complete the following to change your password.

Current Password: Paste or type the temporary passcode provided.

Enter **New Password** and **Re-enter New Password**

Click **Submit**