FIRST TIME EMPLOYEE LOG-IN

Logging into Kronos for the first time. This guide will assist you in changing your password.

Logging On:

5. Go to – KRONOS.HOUSTONTX.GOV

6. Enter your 6-digit employee number

7. *Example* (e123456 for 6-digits and e012345 for 5-digits)

8. Enter your temporary password which is Password01* then click the arrow.

LOG ON

User Name

exxxxxx

Password

•••••••••••

Change Password

1. It will prompt you to put in the old *password*, Password01*

2. Type in the new password. You must have at least upper- and lower-case letters, number(s), and symbol. All should equal to 8 characters.

3. *Example* (j0hnDoe1!)

4. Upon completion of your password change, click Save and Continue.

CHANGE PASSWORD

Save   Clear

User Name   e888889

Old Password   Required   1

New Password   Required

Verify Password   Required

2

The password must not contain any of the following:
- User name

The password must contain all of the following: 3

- Uppercase letters

- Lowercase letters

- Numbers

- Non-alphanumeric characters

The password is limited by the following:

- Minimum length: 8

- Maximum consecutive identical characters: 2

- Maximum sequential letters or numbers: 3