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**To:** AST Leads, Finance Directors, HR Directors, Procurement Directors, SCEIS Alert Recipients

**Cc:** SCEIS Team, SCEIS Service Desk, SCEIS AST

**Subject:** SCEIS Self-Service Password Reset Portal to be Updated Jan. 7

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Good morning,

The South Carolina Department of Administration's (Admin) Division of Technology Operations (DTO) will upgrade the user interface for the SCEIS self-service password reset portal from 6:30-8:30 p.m. Tuesday, Jan. 7, 2025.

Please note that during this time, the password reset portal will be unavailable. Should you need to reset your password during this maintenance window, please contact the DTO Service Desk ([servicedesk@admin.sc.gov](mailto:servicedesk@admin.sc.gov) or 803.896.0001).

Visitors to the SCEIS self-service password reset portal will automatically be redirected to <https://sceispasswordreset.sc.gov/PMSelfService>. While the look and feel of the portal will be updated, the functionality will remain the same.

For additional information, please view the password management quick reference guides available on the [SCEIS Password Management page](#) of the SCEIS website.

If you have questions, contact the SCEIS Help Desk at 803.896.0001 and select option 2 for SCEIS issues or visit <https://sceis.sc.gov/requests>.

Thank you,  
The SCEIS Team