



STATE OF TENNESSEE

1st Time User/Password Reset

July 2016

1st Time User/Password Reset

Important Reminders

- **No letters will be mailed this year to employees with temporary passwords.**
- **ABC's will not be sent spreadsheets. This is for security reasons.**
- **It is their responsibility to use the 1st Time User/Password Reset to get logged in to make their changes with ESS.**

Navigate to Edison Portal Home Page by typing the web address: www.edison.tn.gov



Employees can navigate to Edison to set up their account

 Employee Portal Login
Supplier Portal Home Page



Edison Service Desk

1-866-376-0104 or
615-741-HELP(4357)

Hours of Operation:

7:00 a.m. to 4:30 p.m. CST

Monday through Friday(except holidays)



7:00 a.m. to 4:30 p.m. CST
Monday through Friday(except holidays)

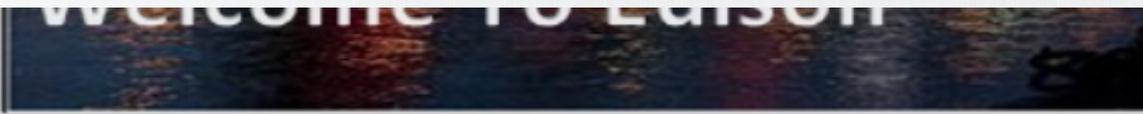
Special Notices

No articles currently available

1st Time Login/Password Reset

If you have never logged into Edison or you're not sure, click [HERE](#). You will need your **8-digit Employee ID found** on your Caremark card or provided to you by your supervisor or Human Resources Office.

If you have logged in before but need to reset your password, click the "Employee Portal Login" link on the upper left hand side of this page. Enter your **Access ID** and click Continue. Click the "Forgot your password?" link in the bottom of the box. If you don't know your Access ID, click [HERE](#) to verify your account.



Edison Maintenance Calendar

Sunday Jul 10, 2016 - Saturday Jul 16, 2016

No events found for the date range.

FAQ

1st time users click here to access their account.

- + What are the Edison Compatibility Standards?
- + Why Passwords Expire Every 90 days?

Edison Help Desk Info

- + Who is the Edison Help Desk?
- + What do we support?
- + What is needed when you call the Edison Help Desk?

Enter required fields.

First Time Login for Edison Users

**The following fields are required*

*Last Name:

*Edison Employee Id:

*Birth Date:

MMDDYYYY

*Last Four Digits of SSN: XXX-XX-

Submit

Clear Form

A valid password must meet all of the following conditions:

- Password must not contain the following character(s): & , < > ? % ~ ' " ` @
- Password must not match or contain first name
- Password must not match or contain last name
- Password must contain at least 2 alphabetic character(s)
- Password must be at least 8 character(s) long
- Password must contain at least 1 lowercase letter(s)
- Password must contain at least 1 numeric character(s)
- Password must contain at least 1 special character(s)
- Password must contain at least 1 uppercase letter(s)
- Password must not be one of 12 previous passwords
- Password must not match or contain user ID

Change Your Password

Please record your
Access ID.

Please create a new password

Before leaving this page, please record your Access ID for use on the next page - the Edison login page. Your Access ID will not be shown on the next page and you will need to enter it as it appears here. You will also need to keep this Access ID to login to Edison in the future.

Create Password.

Access ID:

Password:

Confirm Password:

A valid password must meet all of the following conditions:

- Password must not contain the following character(s): & , < > ? ? % ~ " ' ` @
- Password must not match or contain first name
- Password must not match or contain last name
- Password must contain at least 2 alphabetic character(s)
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Change Your Password

Please create a new password

Before leaving this page, please record your Access ID for use on the next page - the Edison login page. Your Access ID will not be shown on the next page and you will need to enter it as it appears here. You will also need to keep this Access ID to login to Edison in the future.

Access ID:

Password:

Confirm Password:

Click Submit.



Identity and Access Manager

Your Password has been successfully changed! Proceed to [login](#)

Identity and Access Manager

Enter Access ID.

Sign In:

Enter your Access ID.

Access ID:

Where do I enter my password?

Enter password.

Sign In:
Please enter your password

Password:
.....

7/13/2016 09:01 (CDT)

enter

Setting up your Security Profile

Over the next few pages you will be required to set up your security profile. Please take a moment to familiarize yourself with this information before proceeding. Once completed, your security profile will add new layers of security to your account by helping us verify you as a trusted user and help you identify us as a trusted site. After you review this information, please click Continue to get started.

Security Image and Phrase

The security image and phrase feature will help ensure that you are entering your password on a trusted site. You will be required to select an image of your choice, which includes an associated security phrase and the current date and time.

Security Questions and Answers

The security questions and answers feature will help us verify that you are a trusted user when you forget your password or if certain security risk levels are exceeded. You will be required to set up answers for a series of security questions.

One-Time Password

The one-time password feature will send a temporary password to an email address of your choice when security risk levels are high or if you forgot your password. The email address may be a work or personal address.

Click Continue.

Please click Continue to set up your security profile. >>

Continue

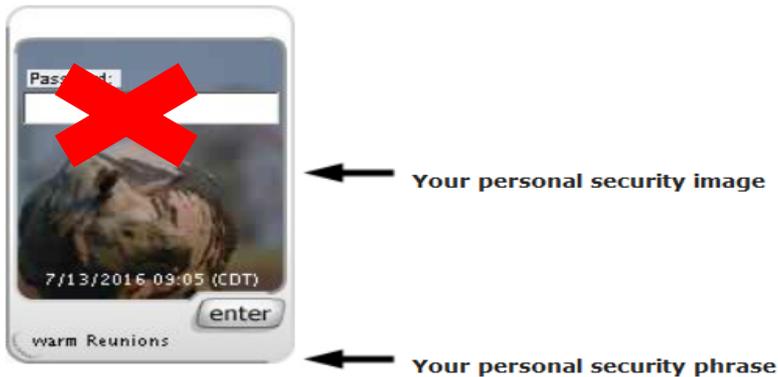
DO NOT ATTEMPT to enter your password here. You will **ONLY** be changing your security image and phrase on this screen.

Selecting your Security Image and Phrase

This screen is for selecting your security image and phrase. The image below is your currently selected security image and phrase where you will enter your password when logging into Edison in the future. To select a different image, which includes an auto-generated phrase, please click Change your image and phrase until you find an image and phrase you like. Once selected, please click Continue to proceed.

Note:

Please remember to never enter your password when logging into Edison unless you see your personalized image and phrase with a current freshness date.



Click the link to change your image and phrase.

Note:

1. You cannot go back to an image once you have passed it.
2. Each phrase is directly tied to the image and cannot be selected separately from the image.

[Learn more about your personalized security image and phrase](#)

[Change your image and phrase](#)

Continue

Once you have selected your image and phrase combination, **Click *Continue***.

Security Questions

We will use your security questions and answers to confirm your identity at times when additional verification is required. Please select a question from the dropdown box and enter your answer in the space provided. Once all the questions are selected and answered, please click enter to proceed to the next page.

Questions (Choose a question from each list below.)

- 1)
- 2)
- 3)
- 4)
- 5)

After answering each question click enter to move to the next question.

Answers



One-Time Password Registration

Please enter your email address. If you forget your password in the future or if high risk security levels are exceeded, a one-time password can be sent to you by email to verify you as a trusted user. The email address may be a work or personal address. The email address must be unique, valid, and only accessible by you.

If you decline to enter an email address, we will be unable to send you a one-time password in the future, which could cause a delay in gaining access to Edison. You will have the ability to add a one-time password email address in the future if one is not provided at this time. It is highly recommended to provide an email address.

Email Address *

Email address is required.

I consent for the State of Tennessee to send a one-time password to the above email address. I acknowledge that the email address is unique, valid, and only accessible by me. I assume the responsibility to protect any login credentials in order to maintain them in the strictest of confidence.

I acknowledge that not providing an email address will cause a delay in gaining access to Edison if situations arise in the future that require verification by one-time password.

Note:

Please remember the box must be checked before continuing for a one time password to be sent to your email.

Continue



STATE OF TENNESSEE

Acceptable Use Policy

Network Access Rights and Obligations

Purpose:

To establish guidelines for State-owned hardware and software, computer network access and usage, Internet and email usage, telephony, and security and privacy for users of the State of Tennessee Wide Area Network.

Reference:

Tennessee Code Annotated, Section 4-3-5501, et seq., effective May 10, 1994.

Tennessee Code Annotated, Section 10-7-512, effective July 1, 2000.

Tennessee Code Annotated, Section 10-7-504, effective July 1, 2001.

State of Tennessee Security Policies.

Objectives:

- Ensure the protection of proprietary, personal, privileged, or otherwise sensitive data and resources that may be processed in any manner by the State, or any agent for the State.
- Provide uninterrupted network resources to users.
- Ensure proper usage of networked information, programs and facilities offered by the State of Tennessee networks.
- Maintain security of and access to networked data and resources on an authorized basis.
- Secure email from unauthorized access.
- Protect the confidentiality and integrity of files and programs from unauthorized users.
- Inform users there is no expectation of privacy in their use of State-owned hardware, software, or computer network access and usage.
- Provide Internet and email access to the users of the State of Tennessee networks.

Scope:

This Acceptable Use Policy applies to all individuals who have been provided access rights to the State of Tennessee networks, State provided email, and/or Internet via agency issued network or system User ID's. The scope does not include State phone systems, fax machines, copiers, State issued cell phones or pagers unless those services are delivered over the State's IP network.

Use and Prohibitions:**A. Network Resources**

Read the Acceptable Use Policy.

Network Access Rights and Obligations

User Agreement Acknowledgement

As a user of State of Tennessee data and resources, I agree to abide by the Acceptable Use Network Access Rights and Obligations Policy and the following promises and guidelines as they relate to the policy established:

1. I will protect State confidential data, facilities and systems against unauthorized disclosure and/or use.
2. I will maintain all computer access codes in the strictest of confidence; immediately change them if I suspect their secrecy has been compromised, and will report activity that is contrary to the provisions of this agreement to my supervisor or a State-authorized Security Administrator.
3. I will be accountable for all transactions performed using my computer access codes.
4. I will not disclose any confidential information other than to persons authorized to access such information as identified by my section supervisor.
5. I agree to report to the Office for Information Resources (OIR) any suspicious network activity or security breach.

Privacy Expectations

The State of Tennessee actively monitors network services and resources, including, but not limited to, real time monitoring. Users should have no expectation of privacy. These communications are considered to be State property and may be examined by management for any reason including, but not limited to, security and/or employee conduct.

I acknowledge that I must adhere to this policy as a condition for receiving access to State of Tennessee data and resources.

I understand the willful violation or disregard of any of these guidelines, statute or policies may result in my loss of access and disciplinary action, up to and including termination of my employment, termination of my business relationship with the State of Tennessee, and other applicable laws.

I understand the willful violation or disregard of any of these guidelines, statute or policies may result in my loss of access and disciplinary action, up to and including termination of my employment, termination of my business relationship with the State of Tennessee, and other applicable laws.

**Accept and Agree
the User Agreement
Acknowledgement.**

I accept to the Terms and Conditions

I agree

TN Tennessee State Government

Welcome to Edison Employee Portal

- Self Service ▾
- General Information ▾
- Payroll ▾
- Human Resources ▾
- Time and Labor ▾
- Benefits ▾
- ELM ▾
- FSCM ▾
- Training ▾



Edison News Alerts

Edison 9.2 Enhancements

For Procurement, Financial, and Travel Users, please click this article for documentation on important changes within the FSCM module.

News and Events

Edison Maintenance

Sunday Jul 10, 2016 - Saturday Jul 16, 2016

No events found for the date range.

Full Page View

FAQ

My Reports

Password Reset

Enter Access ID.



Sign In:
Enter your Access ID.

Access ID:

[Where do I enter my password?](#)

Sign In:
Please enter your password

Password:



7/13/2016 09:13 (CDT)

enter

warm Reunions

Why do you have a security image:
Not your image and phrase?
Forgot your password?

Click Forgot your password.

**An email will be
received providing
the temporary
Password.**

From:  edison.erp@tn.gov
To:  Tanisha Johnson
Cc:
Subject: Edison Identity and Access One-Time Password

Sent: Wed 7/13/2016 9:16 AM

Additional verification of your identity is needed. Please use the one-time password provided below for access. Your temporary one-time password is: 62716. The password in this email is only good for one use and must be entered immediately on the page where you were notified that the password had been sent.

An email was sent to you with a one-time password. Please retrieve the password from the email account that you set up for one-time passwords and enter it on your personalized security image below.

You will need to keep this page open while you retrieve your temporary password from your e-mail and then enter it here.

Form for entering a one-time password. It features a "Password:" label above a text input field. Below the input field is a security image of a dog's face. At the bottom of the image, the date and time "7/13/2016 09:15 (CDT)" and the text "warm Reunions" are visible. An "enter" button is located at the bottom right of the form.

Enter the temporary password here.

[Click this link to learn about the importance of your security image.](#)

[Why do you have a security image?](#)

[Did not receive One-Time Password? Click again to resend.](#)

You will need to enter after each entry.

A **Completed** message will appear once you have finished each highlighted option.

A slight delay will occur after confirming your password.

Reset Your Password

Please enter your new password twice on the TextPad.

A valid password must meet all of the following conditions:

- Password must not contain the following character(s): & , < > ^ % ~ ' " ` @
- Password must not match or contain first name.
- Password must not match or contain last name.
- Password must contain at least 2 alphabetic character(s).
- Password must be at least 8 character(s) long.
- Password must contain at least 1 lowercase letter(s).
- Password must contain at least 1 numeric character(s).
- Password must contain at least 1 special character(s).
- Password must contain at least 1 uppercase letter(s).
- Password must not be one of 12 previous passwords.
- Password must not match or contain user ID.

■ Your new password does not meet the password policy requirements. Please try again.

New Password

Completed

Confirm New Password

Completed



After confirming your new password, please ONLY HIT ENTER ONCE as there is a slight delay while processing your new password.





Tennessee State Government

Welcome to Edison Employee Portal

Tue

- Self Service
- General Information
- Payroll
- Human Resources
- Time and Labor
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- FSCM
- Training



Edison Service Desk

Edison News Alerts



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News and Events

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Edison Maintenance

Sunday Jul 10, 2016 - Saturday Jul 16, 2016
No events found for the date range.

[Full Page View](#)

My Reports

Report



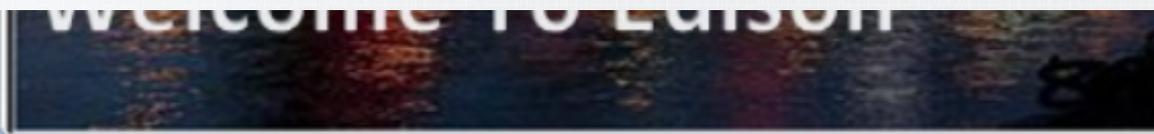
Retrieve Access ID

7:00 a.m. to 4:30 p.m. CST
Monday through Friday(except holidays)



Special Notices

No articles currently available



Edison Maintenance Calendar

Sunday Jul 10, 2016 - Saturday Jul 16, 2016

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FAQ

Edison Basics



What is Edison?



Why Passwords Expire Every 90 days?

Edison Help Desk Info



Who is the Edison Help Desk?



What do we support?



What is needed when you call the Edison Help Desk?

To retrieve Access ID.

If you have never logged into Edison or you're not sure, click [HERE](#). You will need your **8-digit Employee ID found** on your Caremark card or provided to you by your supervisor or Human Resources Office.

If you have logged in before but need to reset your password, click the "Employee Portal Login" link on the upper left hand side of this page. Enter your **Access ID** and click Continue. Click the "Forgot your password?" link in the bottom of the box. If you don't know your Access ID, click [HERE](#) to verify your account.

First Time Login for Edison Users

Enter required fields.

**The following fields are required*

*Last Name:

*Edison Employee Id:

*Birth Date:
MMDDYYYY

*Last Four Digits of SSN: XXX-XX-



Your Access ID is JOE0401001

Record your Access ID because you will need it to reset your password.

You have already set up your security profile in Edison. If you need to reset your password, go to www.edison.tn.gov and click the "Employee Portal Login" link on the upper left side of the page. Enter your Access ID and click "Continue." Click the "Forgot your password?" link in the bottom of the box.

Locked Account

Sign In:

Enter your Access ID.

■ Your account is locked. Please use the [Forgot Your Password?](#) link after entering your Access ID to reset your password. If you need assistance with changing your password, please contact:

For State of Tennessee employees, Bidders & Vendors and External Agency Learners:

Edison Help Desk

7:00 a.m. - 4:30 p.m. CT

Monday through Friday (except holidays)

1-866-376-0104 or 615-741-HELP(4357).

For Local Education, Local Government and Higher Education users:

Benefits Administration Service Desk

8:00 a.m. - 4:30 p.m. CT

Monday through Friday (except holidays)

1-800-253-9981 or 615-741-3590.

Access ID:

Continue

[Where do I enter my password?](#)

After 5 attempts you will receive a message that “Your account is locked”. If your account is locked, you must have it reset. State call Edison Helpdesk. LE, LG, HE call BA Service desk.

Questions?