



DeKalb Medical
With You all the way.™

QUICK REFERENCE GUIDE – LAWSON EMPLOYEE SELF SERVICE

LOGGING IN AND FORGOT/CHANGE PASSWORD

You can log in at the following locations:

From the internet (from home): Access dekalbmedical.org, and then select the *For Employees* link. You can then access the *Employee Self Service* link from the *Employee Resource* page.

From the intranet (from work): Select the Infor (formerly Lawson) icon from the *Common Web Links* section of the home page



Click Lawson Login link to log into **Lawson Employee Self Service**.

Lawson Resources

✓	URL	Notes
	Lawson Login	... Access Lawson by clicking this link.

USER ID/SECURITY INFORMATION

User ID= Employee #

Employees with less than 6 digit employee numbers should add zeros to the beginning of the employee number for a total of 6 digits (i.e. 1234= 001234).

Password = Use your existing password.

If you are a **NEW HIRE**, your initial password=

Enter two zeroes, first initials of the first and last name and the last 4 digits of the social security number. (i.e. Jane Smith Social 123-456-7890= 00js7890).

You should change your password after your initial log in.

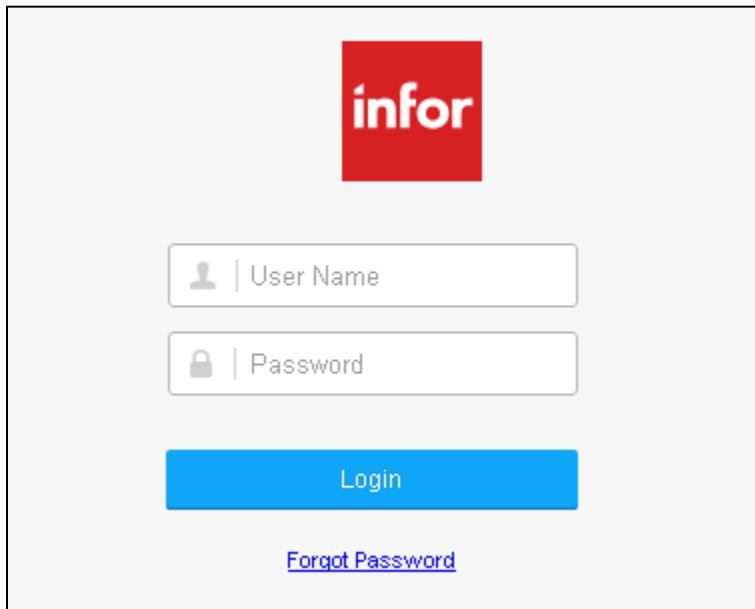
PASSWORD POLICY

Your Lawson password is set to automatically expire every 90 days.

Your password must be 8 characters in length and contain at least one number or special character, such as - = _ ? ! \$ ^ ()

LOGGING IN

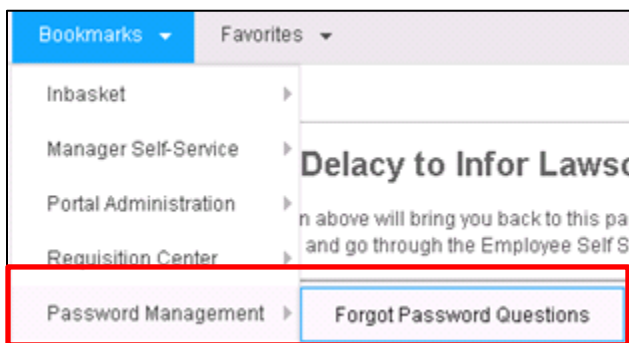
Enter your **User Name** and **Password**.



The screenshot shows the Infor login interface. At the top center is the Infor logo, which consists of the word "infor" in white lowercase letters on a red square background. Below the logo are two input fields: the first is labeled "User Name" with a person icon to its left, and the second is labeled "Password" with a lock icon to its left. Below these fields is a blue "Login" button. At the bottom of the login area is a blue link that says "Forgot Password".

ENHANCED SECURITY AND PASSWORD RESET PROCESS

In order to protect your identity and allow you to reset your own password, users will be prompted to answer a series of six (6) questions. Using the **Forgot Password Questions** screen, enter an answer to at least three (3) questions and click *Submit*.



Forgot Password Answers

Userid: 247098

What is the make/model of your first car?
Answer:

What is your father's middle name?
Answer:

What is the name of your first pet?
Answer:

What is your mother's maiden name?
Answer:

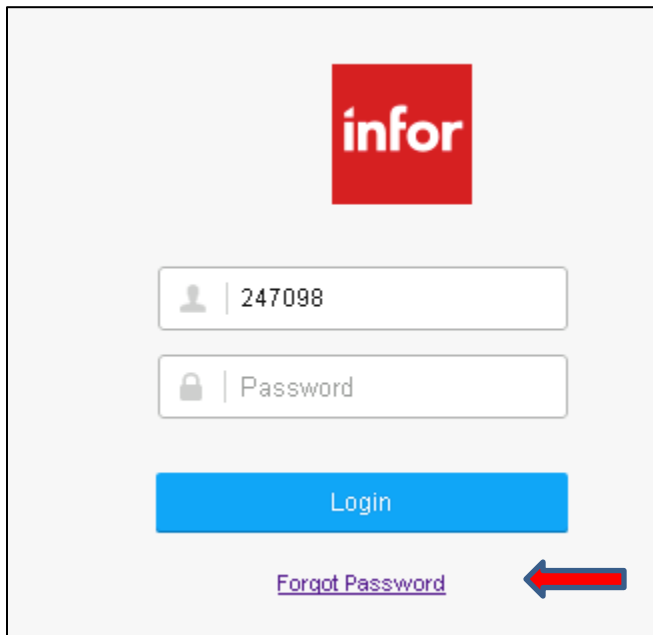
What is your favorite color?
Answer:


What city were you born in?
Answer:


You must answer a minimum of 3 security questions.

FORGOT PASSWORD

Forgot your password? No problem. Reset it *without going through the Help Desk* by using the **Forgot Password Answers** you provided. Enter your User ID and click [Forgot Password](#).





[Forgot Password](#) 

The **Forgot Password** screen will display two questions at random based on your earlier entries. Enter your answers and click *Submit*.

Forgot Password

Userid: 247098

What is the make/model of your first car?
Answer:

What is your father's middle name?
Answer:

You will be prompted to **Set Your New Password**.

CHANGE PASSWORD

You may change your password at any time. A bookmark called *Password Management* is displayed on your home page which allows you to change your password.

Simply click this bookmark. Next, select *Password Change*.

Password Management >

The **Change Password** screen will display. Next, enter your Current Password, New Password and Confirm New Password. Click *Submit*.

Change Password

Username:

Current Password:

New Password:

Confirm New Password:

Password must:

- * Be a minimum of 8 characters in length
- * Include at least 1 number(s) or special character(s)

Note that at any time you may also reset the answers to your password questions - click the **Forgot Password Questions** and enter your new answers