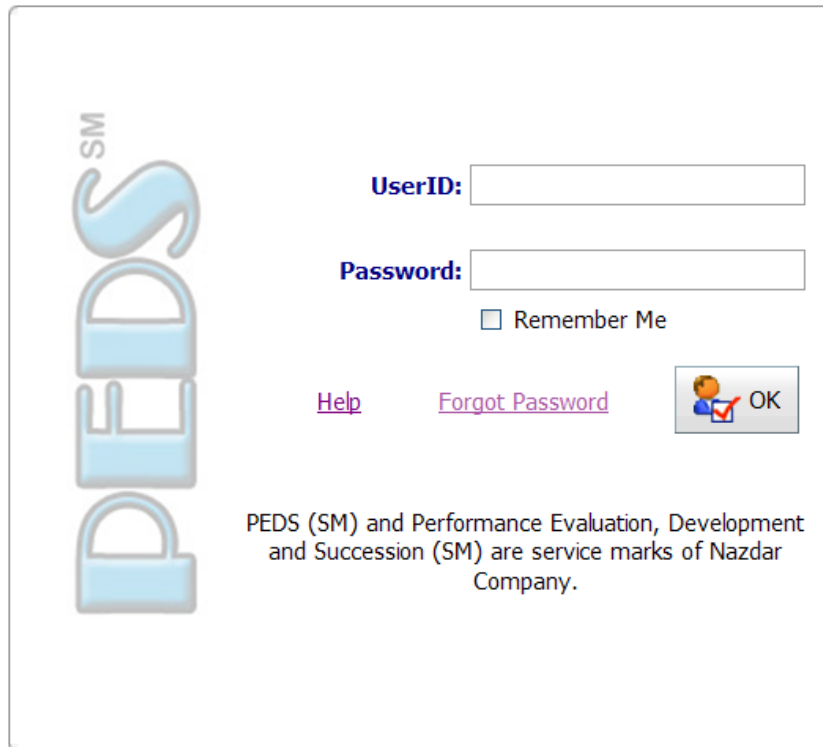


PERFORMANCE EVALUATION – THE PEDSSM LOG IN HELP

[Logging Into PEDS – Spanish](#)

Logging Into PEDS

The following PEDSSM log in screen will open:



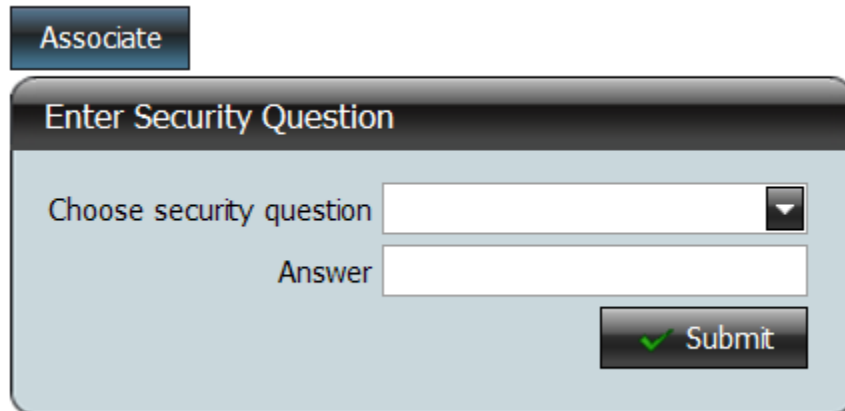
The screenshot shows the PEDSSM login interface. On the left is the PEDSSM logo. To the right are the following elements:

- UserID:** A text input field.
- Password:** A text input field.
- Remember Me
- [Help](#) and [Forgot Password](#) links.
- An **OK** button with a checkmark icon.
- Disclaimer text: "PEDS (SM) and Performance Evaluation, Development and Succession (SM) are service marks of Nazdar Company."

1. **UserID:** Log in using your Windows ID which is typically your “first initial last name” with no spaces.
Chris Wright = cwright
2. **Password** (the password is case sensitive; **NZDR06** will not work if your password is **nzdr06**).
 - **Non-Computer Users:**
 - Enter the password you used last year to complete PEDS.
 - If you do not remember the password or get an “**Invalid User ID or Password**” error message:
 - Click the [Forgot Password](#) link.
 - Call your HR representative as indicated on the pop-up window.
 - Upon receiving an email notification, the HR rep will navigate into PEDS to enter a password in your account.
 - **Computer Users:**
 - You may use either your Windows password or the password you used in PEDS previously.
3. Click **OK** to proceed to the security entry.

PERFORMANCE EVALUATION – THE PEDSSM LOG IN HELP

- You must complete this phase so that if you forget your password in the future, the PEDS system can reset with a few simple steps (outlined below).
4. Click the drop down **Choose security question**.
 - It's a good idea to pick a question to which you have only one response.



The screenshot shows a web form titled "Associate" with a sub-header "Enter Security Question". It contains two input fields: "Choose security question" (a dropdown menu) and "Answer" (a text box). A "Submit" button with a green checkmark is located at the bottom right of the form.

A few of your options are:

- What hospital were you born in?
- What is the last name of your favorite high school teacher?
- What is the name of the first school you attended?
- What is the name of the High School you graduated from?
- What is the name of your favorite childhood friend?
- What is the name of your grandmother's dog?
- What is your father's middle name?

- There are more options– use the scroll bar on the right to view the others.
5. Enter the answer to the security question in the **Answer** field.
 - This is not case sensitive.
 6. Click **Submit**.

PERFORMANCE EVALUATION – THE PEDSSM LOG IN HELP

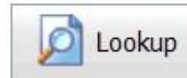


If you forget your password, click the [Forgot Password](#) link and enter the information requested.



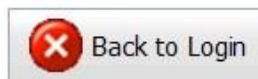
Password Reset

UserID or email



Choose security question

Answer MUST match exactly



1. UserID: Enter your PEDS UserID which is typically your “first initial last name” with no spaces.

Chris Wright = cwright

2. Click **Lookup**.

3. If the system finds you:

- **Non-Computer Users:**

- You will see a pop-up message asking you to contact your PEDS administrator.
- When you are speaking to the PEDS administrator, you will be asked to provide a new password.

PEDS administrators:

Name	Extension	Support
Kristin Burks	2131	SourceOne Domestic
Blanca Cherrito	2132	Nazdar Inks & Coatings, Nazdar Limited, SourceOne Mexico, SourceOne Honduras
Jamie Scholz	2049	Corporate Services, ReyHan PGF, Nazdar Consulting Services
Janet Snyder	2047	All Companies & Divisions

- **Computer Users: If you have NOT filled out a security question, you will have to contact PEDS Administrator to request a password reset.**

- Select the security question you entered and answered before.

PERFORMANCE EVALUATION – THE PEDSSM LOG IN HELP

- Enter your answer in the **Answer** field.
- Click the **Reset Password** button that is now in color.

Choose security question

Answer **MUST** match exactly



- Open the email sent to your Outlook account.
- Follow the directions in the email which will take you to the following:



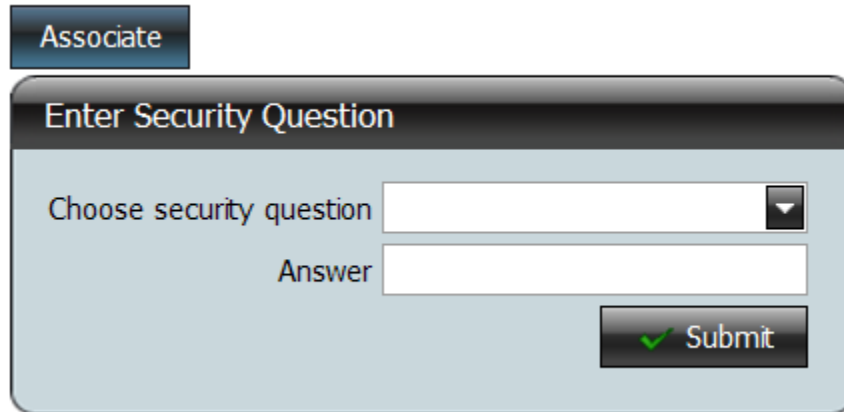
User Name	<input type="text" value="Kim Cypher"/>
UserID	<input type="text" value="KCYPHER"/>
Password	<input type="text"/>
Retype Password	<input type="text"/>
	<input type="button" value="Cancel"/> <input type="button" value="Submit"/>

Entrar al Sistema de PEDS

Al hacer clic en el link, la siguiente pantalla de PEDSSM se abrirá:

1. **UserID (Usuario de Windows/email):** Entre en el sistema usando su “primera inicial apellido” sin espacios.
Juan Pérez = jperez
2. **Password (Contraseña):** Su contraseña es sensible de capitalización (si la letra es mayúscula o minúscula), debes de acortarte la letra y/o número igual que la forma que lo entraste. **NZDLTD06** no funcionará si al principio entraste **nzdlttd06**
 - **Usuarios sin Computadora:**
 - Use su contraseña que usó el año pasado para completar su PEDS.
 - Si usted no se acuerda de su contraseña o recibe un mensaje de error que dice **“Invalid User ID or Password”**:
 - Haga clic en el link que dice [Forgot Password](#).
 - Hable a Blanca Cherrito x2132 o mándele un mensaje instantáneo.
 - Al recibir una notificación por correo electrónico, Blanca Cherrito entrará al sistema de PEDS para entrar una contraseña nueva a su cuenta.
 - **Usuarios de Computadora:**
 - Usted puede utilizar su contraseña de Windows o la contraseña que usted utilizó en PEDS anteriormente.
3. Haga clic en **OK** para entrar a la página de seguridad.
 - Usted debe completar esta fase porque si usted olvida su contraseña en el futuro, el sistema de PEDS puede reponer con unos pocos pasos sencillos (resumido a continuación):

- Haga Clic en la flecha de **Choose security question (Escoja pregunta de seguridad)**.
 - Es una buena idea escoger una pregunta que usted tiene sólo una respuesta.



The screenshot shows a web interface for selecting a security question. At the top left is a button labeled "Associate". Below it is a box titled "Enter Security Question". Inside this box, there is a dropdown menu labeled "Choose security question" and a text input field labeled "Answer". At the bottom right of the box is a "Submit" button with a green checkmark icon.

Varias opciones son las siguientes:

- What hospital were you born in?
- What is the last name of your favorite high school teacher?
- What is the name of the first school you attended?
- What is the name of the High School you graduated from?
- What is the name of your favorite childhood friend?
- What is the name of your grandmother's dog?
- What is your father's middle name?

- Hay más opciones – use la barra a la derecha para ver los otros.
- Entre la respuesta a la pregunta en el espacio que dice **Answer** (respuesta).
 - No importa capitalización en esta respuesta.
 - Haga clic en **Submit**.

PERFORMANCE EVALUATION – THE PEDSSM LOG IN HELP



Si usted se le olvida su contraseña, haga clic en el link [Forgot Password](#) y entre la información que le piden.



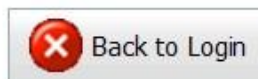
Password Reset

UserID or email



Choose security question

Answer MUST match exactly



1. UserID: Entre en el sistema usando su “primera inicial apellido” sin espacios.
Juan Pérez = jperez
2. Haga clic en **Lookup (Búsquelo)**.
3. Si el sistema lo encuentra:
 - **Usuarios sin Computadora:**
 - Usted verá un mensaje móvil que pide usted contactar a su administrador de PEDS (Blanca Cherrito).
 - Cuando usted hable con Blanca Cherrito, le preguntará que contraseña quiere usar.

PEDS administrador:

Nombre	Extensión	Correo Electrónico	Apoyo
Blanca Cherrito	2132	bcherrito@nazdar.com	Nazdar Inks & Coatings, Nazdar Limited, SourceOne México, SourceOne Honduras

- **Usuarios de Computadora:** Si usted **NO** ha llenado la pagina con la pregunta de seguridad, usted tendrá que hablar con Blanca Cherrito para que borrar y re-asignar una contraseña nueva.
 - Seleccione la pregunta de seguridad (security question) usted usó anteriormente.
 - Escriba su respuesta en el espacio de **Answer**.

PERFORMANCE EVALUATION – THE PEDSSM LOG IN HELP

- Haga Clic en el botón marcado **Reset Password (borre mi contraseña)** que ahora ya puede presionar.

Choose security question What hospital were you bor

Answer MUST match exactly



- Usted recibirá un mensaje electrónico. Abra el correo electrónico que se le ha mandado a usted. Siga las instrucciones en el correo electrónico que lo llevará a la siguiente página:



User Name	<input type="text" value="Kim Cypher"/>
UserID	<input type="text" value="KCYPHER"/>
Password	<input type="text"/>
Retype Password	<input type="text"/>
	<input type="button" value="Cancel"/> <input type="button" value="Submit"/>