



Target Audience: SHARE HCM Users

Use this Job Aid to reset your password if you have forgotten your password, or if your password has expired.

You can also call the HelpDesk (505.827.2121) to reset your password, if you prefer.

This Job Aid will also show you how to setup your password hint.

NOTE: you must first setup your password HINT before you can use the *Forgot My Password* function.

Click on one of the following links:

[Setup Password Hint](#)

[Forgot My Password](#)



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Notice

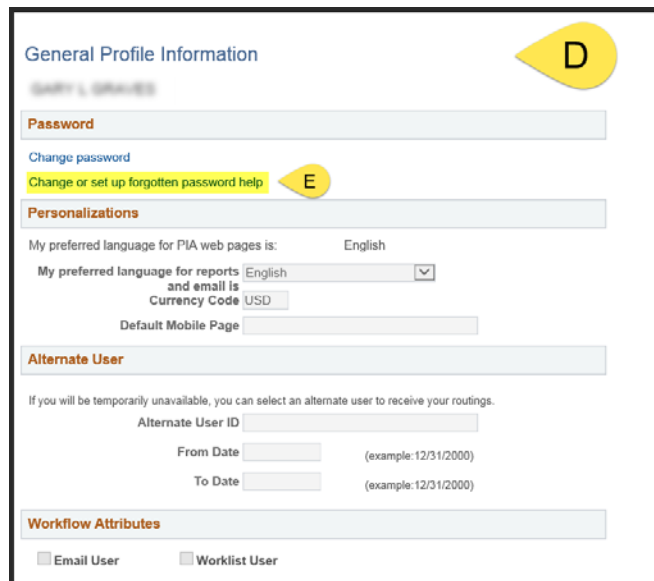
Setup Password Hint



Login to SHARE HCM using the link below:

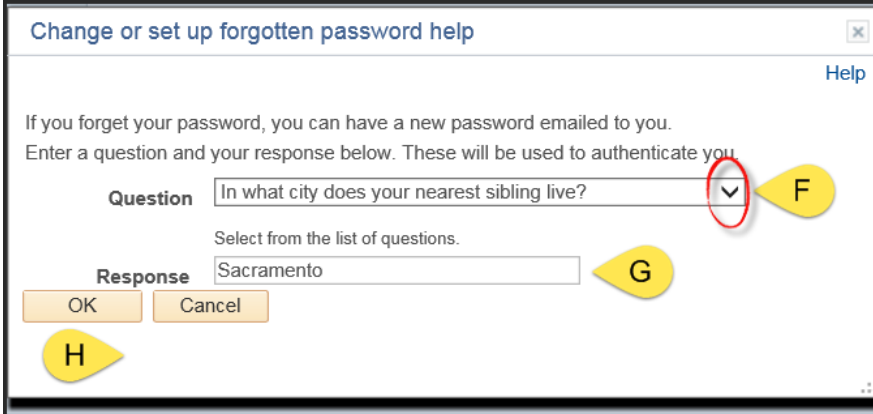
<https://hcm.share.state.nm.us>

- A. Input your SHARE User ID
- B. Input your Password
- C. Click on the Sign In button
- D. Navigate to: NavBar: Navigator > My System Profile
- E. Click on *Change or Set up forgotten password help*



Notice

Setup Password Hint



Change or set up forgotten password help

If you forget your password, you can have a new password emailed to you.
Enter a question and your response below. These will be used to authenticate you.

Question In what city does your nearest sibling live? **F**

Select from the list of questions.

Response Sacramento **G**

OK Cancel

H

- F.** Click on the **drop down arrow** and **Select** one of the preconfigured security authentication questions
- G.** Input your **Response** to the security authentication question
- H.** Click on the **OK** button to save your input, and then click the **SAVE** button on the **General Profile Information** page



Forgot My Password

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User ID A

Password

Sign In

Forgot your password?
Set Trace Flags

SHARE STATEWIDE • HUMAN RESOURCES • ACCOUNTING • REPORTING

User ID

Password

Sign In

B Forgot your password?
Set Trace Flags

A. Navigate to SHARE HCM using the link below:

<https://hcm.share.state.nm.us>

B. Click on the **Forgot your password** Link

Forgot My Password



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Forgot My Password

If you have forgotten your password, or your password has expired, you can have a new password emailed to you.

Enter your User ID below. This will be used to find your profile, in order to authenticate you.

User ID: **C**

D

[Click here to return to the signin page.](#)


- C.** Input your **User ID** (i.e. FirstName.LastName) in the User ID field using ALL CAPS
- D.** Click on the **Continue** button



Forgot My Password

[← Email Pswd](#)
Forgot My Password

Forgot My Password




User ID: Manuel.Labor
Email ID:

Please answer the following question below for user validation.

Question: What school did you attend for sixth grade?

Response: E

[Email New Password](#) F



Password Emailed

✓ Your password has been emailed.

[Click here to return to the signin page.](#) G

- E. Input your **Response** to the Hint question (response not case sensitive)
- F. Click on the **Email New Password** button
- G. Click on the **Click here to return to the signin page** link, and then check your email to retrieve your Temporary SHARE password.

Note

Upon logging in with your temporary password, you will be prompted to change your password.