

The Administrative Information Management System (AIMS)

Resetting Your MyConnection Password

Employees will be required to reset their password prior to their first visit to [MyConnection](#) after AIMS implementation.

Employees will receive an email from **no-reply@oracle.com** with their username and a direction to enter the username, and then select and confirm a password of their choice to activate their account.

The email received should be saved, as it contains the username that employees will require should they want to reset their password in future.

The link to activate the account expires after ten (10) days. Should employees not activate their account during this time period, then they will be required to call MyConnection at 1-833-766-4390 to request another activation link.

The MyConnection number will only be available **after** the AIMS implementation.