Open the EWS portal.

Click on Account Setup

It will take you to account setup/reset password screen.

Enter the following information:

1) Employee ID
2) Date of birth in the 8-digit format, using slashes (07/25/1990)
3) Last 4 digits of social security
4) Your user ID is your first initial and your last name (msmith)
5) Enter your new password (minimum of 6 characters)
6) Retype your password to confirm
7) Click on the Create or Update button – it will take you back to the login screen
8) Login using your new password.