

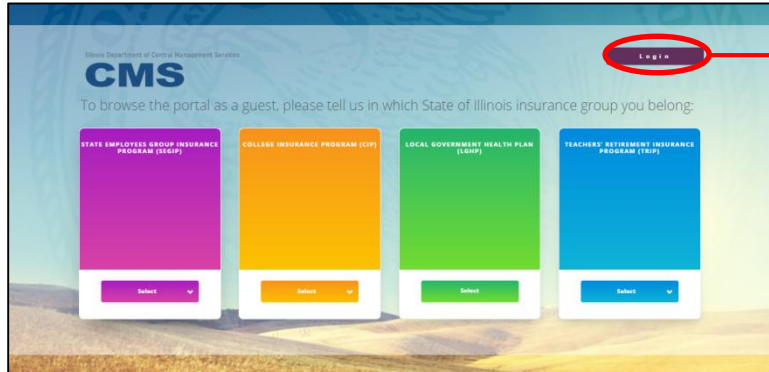


HUMAN RESOURCES
Illinois State University

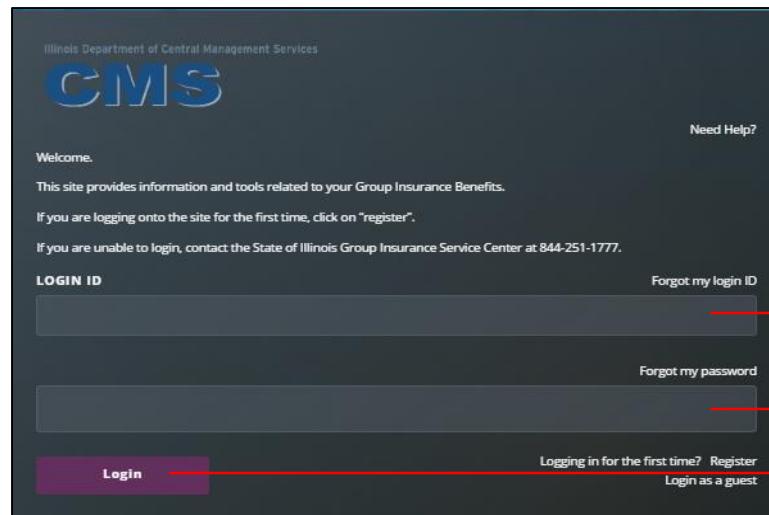
[MyBenefits.illinois.gov](https://mybenefits.illinois.gov)

**Logging in as a
Returning User**

Logging in as a returning user



Click **Login** to begin.



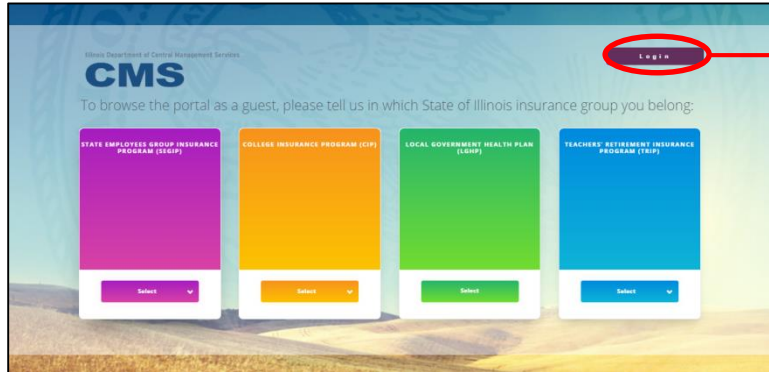
Type your login ID.

Type your password.

Click **Login**.

Logging in as a returning user

Forgot Login ID



Click **Login** to begin.



Click **Forgot my login ID**.

Logging in as a returning user

Forgot Login ID



1 }
2 } Enter the requested information.
3 }
4 }
5 }

Note: The Login information you enter must be exactly the same as the information you used to register your account originally.

Enter CAPTCHA.

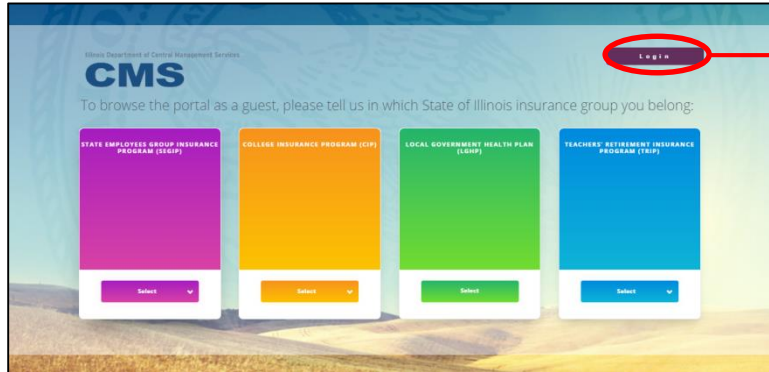
Click **Continue**.

Click **View Login Id**. Make note of the ID the system displays.

Click **Continue**. The system displays the login page where you can enter your recovered ID and password.

Logging in as a returning user

Forgot Password



Click **Login** to begin.



Click **Forgot my password.**

Logging in as a returning user

Forgot Password



Illinois Department of Central Management Services
CMS
Forgot Password

To change your password, start by entering your Login ID/Employee Number

Cancel Continue

Enter your Login ID.
Click **Continue**.

Illinois Department of Central Management Services
CMS
Forgot Password

To change your password, choose one of the options below: Please note that the use of the email password reset relies on the security of your email account and the primary responsibility for the security of your account password lies with you. If your email account has been compromised or the email is intercepted, this could put your benefits account at risk.

Login ID/Employee ID: 464005597

Question: What is your mother's maiden name?

Question: What was the name of your first pet?

Question: Who was your childhood hero?

Cancel Submit

Enter the answers to your challenge questions.
Remember that the answers are case-sensitive.

Click **Submit**.

Logging in as a returning user

Forgot Password



Illinois Department of Central Management Services
CMS
Change Password

- Password must be between 8 and 12 characters.
- Should have at least one lower character.
- Should have at least one upper character.
- Should have at least one number.
- Should have at least one special character.
- Must not contain your login ID.
- Must not contain your first name or last name.
- Must not re-use your previous 10 passwords.
- Must not be repeated within the past 365 days.

NEW PASSWORD

CONFIRM PASSWORD

[Back](#) [Save Changes](#)

Enter a new password that meets the listed criteria.

Re-type the new password to confirm it.

Click **Save Changes**, and then, on the Success page, click **Continue**. The system displays the Member Home page.