

Username/Password Guide

(Current as of 04.16.2014)

Type of ID	Example ID	Used by the following systems:	How to Reset Password
enterprise	dsXXXX, osXXXX or ahXXXX*	<ul style="list-style-type: none"> • Workstation login • SHOmyway • Email • Dashboard • SUCCEED • RES Signing System • Store Stock Servicing Website • Schwarz • Fastpak 	<ul style="list-style-type: none"> • Use Reset Password link on login of SHOmyway – must be on a Sears workstation. • See instructions below for how to update your password.
ISP Host or Mainframe	dsXXXX, osXXXX or ahXXXX*	<ul style="list-style-type: none"> • RIM • SCIM • NPS 	<ul style="list-style-type: none"> • Login to ISP Host/Mainframe and change your password on the login screen. • See instructions below for how to update your password.
Help ticket	_dsXXXX* _ahXXXX* _osXXXX*	Help Ticket	<ul style="list-style-type: none"> • Ensure you are entering the underscore “_” before your userid _dsXXXX. • If you do not know your password, call Hometown Solutions.
10-digit Vendor ID	1000*****	SHOmyway Local ID – Commission Reporting & User Management	<ul style="list-style-type: none"> • Initial password is your 10-digit vendor id (same as the username) & upon first login you will be prompted to change. • See instructions below for how to update your password.
SHOmyway Employee Specific id	SAXXXX####*	SHOmyway Local ID - Store Employee access and DBC/Shopping Recap	<ul style="list-style-type: none"> • Initial password is the 4-digit store # and 4-digit ringing id associated with this id (XXXX####) & upon first login user will be prompted to change. • See instructions below for how to update your password.
SHOmyway local id	stXXXX*	Generic SHOmyway Local ID for Store Employee access to SHOmyway	<ul style="list-style-type: none"> • Initial password was provided to store. • See instructions below for how to update your password.

* XXXX = 4-digit store #, #### = 4-digit ringing id

For all password/password reset issues, if you need assistance with resetting or obtaining your password please contact Hometown Solutions at 1-800-827-1350 option 6 or submit a Help ticket to SHO-Operations: Non-Selling Supports Functions > Password Reset/Lookup.

Resetting your Enterprise ID Password

- 1 • Make sure you are using your Sears [workstation](#) computer
- 2 • Go to the shomyway website. [Shomyway.com](#)

SHomyway
Lighting your path to success

Login

LOGIN

Enterprise ID:

Password:

Login

[Reset Password](#)

- 1 • Below the enterprise id and password field click on reset password.
- 2 • Type in your enterprise ID (DS**** or AH*****)
- 3 • Last 5 of SSN = Last 5 of Vendor or Duns Number (To get this number contact Follow the rules on the right side of the screen to create your new password
4. • Follow the rules on the right side of the screen to create your new password
5. • Click on the Rest button and you should see "reset sucessfully."
6. • Give it 5 minutes to take effect

Reset Enterprise Password

Please enter values for all fields below to reset password.

Enterprise ID

Last 5 of SSN or [Passphrase](#)

New Password

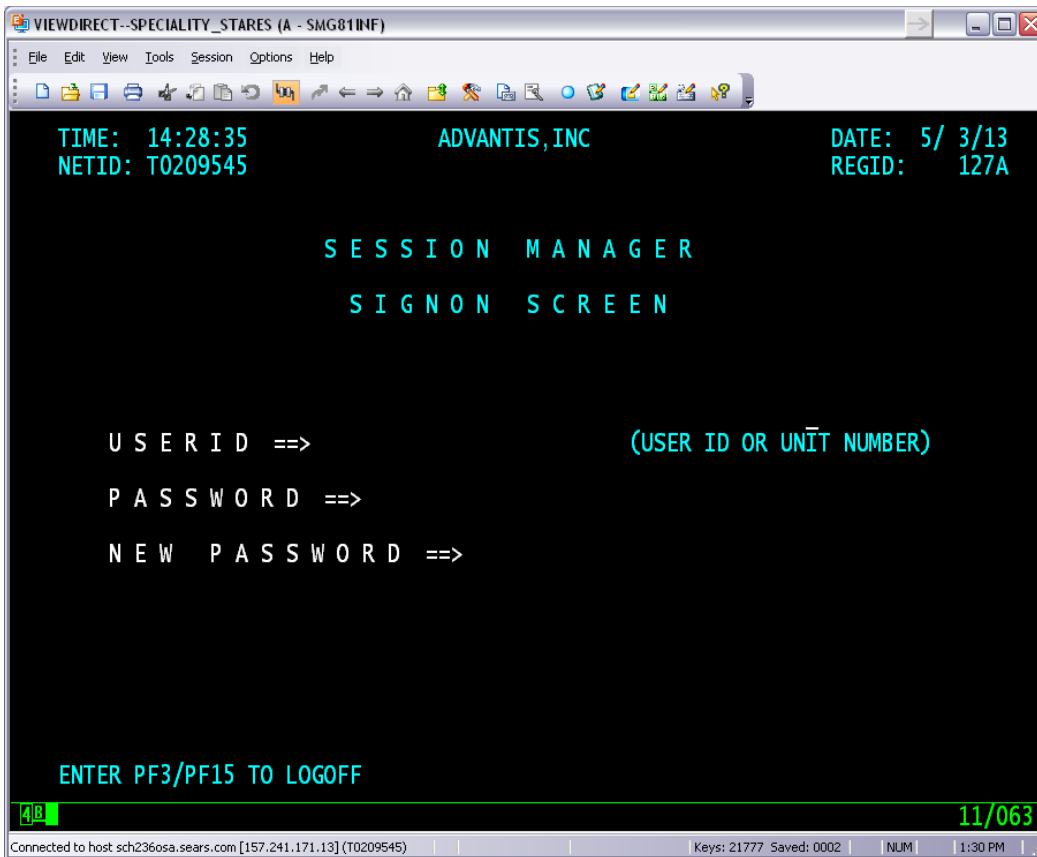
Confirm Password

Resetting the Enterprise password affects many [systems](#).

Sears Holdings Password Policy:

Password must be a minimum of 8 characters in length.
Password must have a combination of alphabetic and numeric characters.
Password must not contain your enterprise ID.
Previous passwords may not be re-used for 1 year.
Password is case-sensitive, but enterprise ID is not.
Password will expire every 90 days.

Resetting your ISP Host/Mainframe Password (RIM, SCIM & NPS)



```
VIEWDIRECT--SPECIALITY_STARES (A - SMG01INF)
File Edit View Tools Session Options Help
TIME: 14:28:35 ADVANTIS, INC DATE: 5/ 3/13
NETID: T0209545 REGID: 127A

SESSION MANAGER
SIGNON SCREEN

USERID ==> (USER ID OR UNIT NUMBER)
PASSWORD ==>
NEW PASSWORD ==>

ENTER PF3/PF15 TO LOGOFF

11/063
Connected to host sch236osa.sears.com [157.241.171.13] (T0209545) | Keys: 21777 Saved: 0002 | NUM | 1:30 PM
```

1. Put in your user id (dsXXXX or ahXXXX) and your current password

2. If your password is expired you just type in a new password that is 8 characters and has numbers

3. You'll have to re-enter the password again. If this worked correctly, then this is your new password.

4. If you get the error "Invalid" then your password is too similar to previous passwords

5. You will have to select another. The system remembers a years worth of passwords

6. If any of the passwords are too similar you'll get the "invalid" error. You can try something like red2blue

Resetting a SHOMyway Local ID

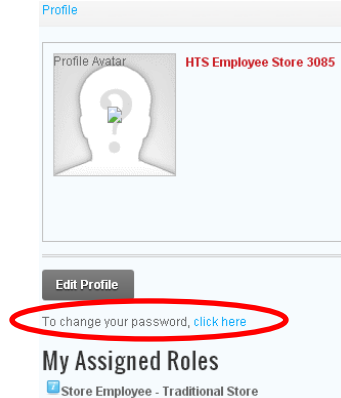
SHOMyway Local IDs include:

- 10-digit Vendor IDs used to access Commission reporting and User Management – [click here for more info](#)
- SAXXX##### IDs used for store employee access to SHOMyway and for DBC/Shopping Recaps
- stXXXX – generic store employee use ids that only provide access to SHOMyway

1. Login to SHOMyway
2. Click on the Visit My Profile link in the upper right hand corner of SHOMyway under the search box. Generic logins will be displayed as shown below, vendor ids will show the vendor id # and SAXXX##### ids will display the name of the person using the account.



3. On your profile page, click where it says “To change your password, click here.”



4. Enter your current password, your new password and then re-enter your new password to confirm and click the **Change Password** button.

5. Upon successful completion of resetting your password, you will received the below message:



Note: Owners/Franchisees can reset the passwords for the SAXXX##### IDs for each of their stores by logging into SHOMyway with the 10-digit vendor id for the appropriate store. [Click here for instructions](#) on creating and maintain Store Associate specific ids.