

Forgot Password Instructions

A SMART or SHARP user who has forgotten their password can click the “Forgot Your Password?” link on the sign in page.



If you encounter problems logging in, please contact the Help Desk at 785-368-8000 or sharpsecurity@da.ks.gov for assistance.

A screenshot of the login page. On the left, there are input fields for "User ID:" and "Password:". Below these is a link for "Forgot Your Password?" and another link for "Instructions for Forqot Your Password". A red arrow points to the "Forgot Your Password?" link. On the right, there is a disclaimer: "All information in the State of Kansas SHaRP system is confidential. By logging onto this system, you agree to take all necessary and reasonable steps to protect and ensure that all information in the SHaRP system shall remain secure and confidential and shall not be disclosed or revealed to anyone or any entity outside of its official use. Divulging or failing to safeguard and protect this information by you may result in disciplinary action being taken against you, up to and including termination of your employment, and possible civil and criminal charges." At the bottom right of the form is a "Sign In" button.

Upon clicking the Forgot Your Password link, you will be taken to a page to enter your User ID.

Forgot My Password

Forgotten or expired password?

To get a new password, enter your SHaRP User ID.

User ID:

[Continue](#)

Forgot Password Instructions

After entering your User ID, you will then have to correctly answer a series of questions.

Note: As a default, the secret question and response will be the same secret question and response that you use for Employee Self Service. If you wish to change your secret question and response, you can do so by navigating to:

My System Profile > Change or set up forgotten password help

Forgot My Password

User Information

User ID: **TESTUSER**

Please answer the following question below for user validation.

Question: In what city was your high school located?

Response:

Employee ID:

Date of Birth: (format: MM/DD/YYYY)

Last 4 of SSN:

Display New Password

Upon answering all 4 questions correctly, you will be presented a system generated temporary password. You must use this system generated temporary password to sign in.

Your new temporary password is ONFDENK49.

Double click on the temporary password generated above, then right click on your mouse and select copy.

You will use this temporary password in the password field on the sign in page.

You can paste the password in the password field by right clicking on your mouse and selecting paste.

You will then be directed to create a new password.

To sign in using your new temporary password, click the OK button below. (0,0)

Forgot Password Instructions

Upon signing in to SMART or SHARP with the temporary password, you will be prompted to change your password.



Your password has expired.

[Click here to change your password.](#)



Upon clicking the link to change your password, you must enter the system generated temporary password as the Current Password, then create a New Password and confirm the new password. Press Change Password to continue.

Change Password

User ID: **TESTUSER**

Description: **Test User**

*Current Password: ←

*New Password: ←

*Confirm Password: ←

Forgot Password Instructions

If you have entered the current password correctly and created a new valid password and confirmed it, your password will be changed.

Press 'OK' to return to the main menu for SMART or SHARP.

Password Saved



Your password has successfully been changed.

