

**From:** LSA@scstatehouse.gov <LSA@scstatehouse.gov>  
**To:** Hayden GroomsHaydenGrooms@scstatehouse.gov  
**Date:** 7/24/2017 8:01:03 AM  
**Subject:** Your password will expire in 6 days

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Dear Hayden Grooms,

Your Password will expire in 6 days.

Your password can be changed via your State House office computer or from any computer connected to the internet. Instructions for password changes are shown below.

The Legislative Services Agency (LSA) password policy does not allow previously used passwords. Your first and/or last name cannot be included in the password.

For enhanced security your new password must contain at least eight (8) characters, which must include the following:

1. Lower case letter
2. Upper case letter
3. Number

Change password via State House office computer:

1. While logged on, press Ctrl + Alt + Del keys on your keyboard
2. Click on Change a password
3. Click sc\pits\YourName
4. Type your old password
5. Type your new password
6. Type your new password again to confirm it
7. Press the Enter key.

-Or-

Change password via the internet:

1. Log on to the Staff Portal - use of the Staff Portal requires installation of Citrix software
2. Click Settings
3. Click Change Password
4. Type your old password
5. Type your new password
6. Type your new password again to confirm it
7. Click OK.

Once your password has been reset, all mobile devices (iPad, iPhone, Android phones) containing your State House account must be updated with your new password. Most devices will prompt for a new password.

Instructions to manually change your mobile device password can be emailed to you. Please email LSA@scstatehouse.gov with Mobile Password in the subject to receive the instructions or call LSA at 803-212-4420 during normal business hours.

\*\*\* This is an automatically generated email - please do not reply. If you have further questions or

concerns please contact LSA at [LSA@scstatehouse.gov](mailto:LSA@scstatehouse.gov) or call 803-212-4420 during normal business hours.\*\*\*

Sincerely,  
Legislative Services Agency (LSA)  
803-212-4420  
[LSA@scstatehouse.gov](mailto:LSA@scstatehouse.gov)