Resetting UCSBNetID password for Electronic Timekeeping Kronos access:

1. Go to this website: [https://secure.identity.ucsb.edu/manager/](https://secure.identity.ucsb.edu/manager/)
2. Select your affiliation with UCSB (student / faculty or staff / etc.
3. For a Faculty or Staff member – you will need to enter your Last Name, Date of Birth, Employee ID, and Last Four digits of your SSN. Then click Sign In.

4. Click the “Reset My Password” button.

5. On the next screen the Employee will need to provide an answer to several security questions that they will have given answers to when they initially signed up for an account.
6. Upon correctly answering the questions in the previous screen, the Employee can reset their password. Enter a new password between 8 and 16 characters, at least one upper case and one lower case number. The password cannot be a word from the dictionary. Once a password is entered, click Continue.

7. If the password is accepted, the Employee will be prompted to log out of the Identity Manager.
8. Now that the Employee has updated their password, they can go and logon to Electronic Timekeeping.
9. Open a web browser and go to: https://logon.timekeeping.ucsb.edu
10. The Employee should log on with their UCSBNetID and the new password that they just created in Identity Manager.