Baylor Payroll Instructions
New Employee Using Bear Web for the First Time – Setting up Password and Pin

1. Baylor’s Information Technology Services will email you your User ID, Authorization Code, and Baylor ID Number to the email address that you gave them when filling out your new hire paperwork. When you receive both of those, you can begin activating your Bear ID/password and getting your Pin so you can log into Bearweb and access your email.
   a. In order, you will need your User ID first, your Authorization Code second, and your Baylor ID Number last.
      i. If you do not receive any of the above, you will need to call the ITS Help Desk at 254-710-4357

2. The first step is setting up your password. Go to this website: https://bearid.baylor.edu/identity/self-service/bay/kiosk.jsf
   a. Using the User ID that was sent to you by ITS, enter it into: “Enter your Identity user name.” Then click Submit to go to Step 2.

   ![Password setup image]

   Send a password reset PIN to my cell phone or Baylor Email Address
   Forgot your User ID?

   b. On step 2, click the first button. Then click next.

   ![Password setup image]
c. You will then be prompted to enter your **Authorization Code** that was sent to the email address you requested. Enter your **Authorization Code**. Then click Submit.

d. Once you click submit, you will be prompted to enter 4 security questions. You may get a warning sign first, like below. Just click close.
e. Now enter your 4 security questions and click submit.

f. After you submit your security questions, you will come to a screen with “Reset my password” and “Configure my secret questions.” Click on Reset my password then click Next.
g. Now you can reset your password. Follow the steps below and click submit.

h. You are now done setting up your password.