

PASSWORD SELF SERVICE



PERSONAL VAULT

STEP 1

Go to canadapost.ca and click **Forgot your password?** on **Intrapost**.

intrapost / intraposte

User ID can be found on your pay statement beside your Employee ID.

L'ID utilisateur se trouve sur votre bulletin de paie à côté de votre ID d'employé.

User ID / ID utilisateur

Password / Mot de passe

Login / Connexion

Forgot your password? Mot de passe oublié?

If you experience any login difficulties, please contact the Canada Post Help Desk at 1-877-411-8585

Si vous éprouvez des difficultés lors de l'ouverture de l'application, communiquez avec le Service d'assistance de Postes Canada au 1-877-411-8585.

The use of 'Employee Self Service' is granted by Canada Post Corporation to employees as authorized users to review, update or change their own employee personal records. Access to 'Employee Self Service' is available solely to authorized users. Authorized users have a responsibility to protect their User ID and password and to immediately notify the Canada Post Help Desk (1-877-411-8585) if there are any indications that their access or personal information has been compromised. Any inappropriate use of this system is strictly prohibited and shall result in revocation of authorized access and criminal, civil and/or disciplinary sanctions.

L'utilisation du « Libre-service pour les employés » est accordée par la Société canadienne des postes aux employés pour qu'ils puissent réviser, mettre à jour et modifier leurs dossiers personnels. L'accès au Libre-service pour les employés n'est offert qu'aux utilisateurs autorisés. Ces derniers sont tenus de protéger leur code d'utilisateur et leur mot de passe, et ils doivent aviser immédiatement le Service d'assistance de Postes Canada (1-877-411-8585) s'ils estiment que leur accès ou leurs renseignements personnels ont été compromis. L'utilisation inappropriée de système est strictement interdite, et peut entraîner la révocation des privilèges d'accès ainsi que des mesures criminelles, civiles ou disciplinaires.

STEP 2

Welcome to the **Password Self Service logon page**.

Password Self Service Login

Enter user ID

Continue

ATTENTION EMPLOYEES WITHOUT CORPORATE COMPUTERS
*** If you forgot your password and have not yet signed up, please contact the Help Desk for a password reset, then log into Password Self Service with your new password to sign up.***

ATTENTION EMPLOYEES WITH CORPORATE COMPUTERS
*** ONLY change your password from your corporate computer using Ctrl + Alt + Del while on VPN.***

EMPLOYEES WITH CORPORATE MACINTOSH
Instructions will be available through the existing Mac process

Search for mobile user

STEP 3

Enter your **User ID**. Your User ID can be found on your pay statement beside your Employee ID. Click the **Continue** button.

Password Self Service: Login

Enter User ID:

Continue

Forgot your password?

STEP 4

You have 3 choices: **Use password, Answer security questions OR Mobile Device**. Click the option you need. For this example, the **Use Password** option is selected.

Choose an authentication method

Use password

Answer security questions

Mobile Device

STEP 5

Enter your **password** (same password used to login to Intrapost). Click the **Login** button.

Login

Enter password:

Login

Forgot your password?

PASSWORD SELF SERVICE



PERSONAL VAULT

STEP 6

The Personal Vault is a password manager to keep track of your passwords for other accounts/systems.

Under [My Profile](#) click [Personal Vault](#).

MY PROFILE

- Change passwords
- Unlock accounts
- View profile
- Update security questions
- Attach other accounts
- Register mobile devices
- Personal vault

STEP 7

You will be prompted to set up your personal vault account. Enter a passphrase in the [Passphrase field](#) and enter the same passphrase in the [Confirm passphrase](#) field.

Click the [Create](#) button.

Personal vault

Personal vaults are used to securely store passwords. They are encrypted and can only be retrieved with the correct passphrase.

Choose a passphrase that:

- is easy to remember
- is something you alone know
- you will not forget (without it all data is lost)

The passphrase must:

[Create](#)

PASSWORD SELF SERVICE

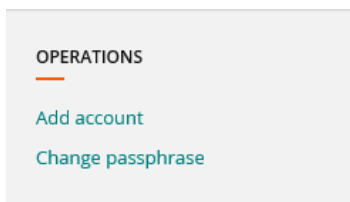


PERSONAL VAULT

STEP 8

TRACK YOUR PASSWORDS

Click [Add account](#) under the OPERATIONS menu.



STEP 9

Fill in the fields in the [Add account](#) form then click the [Add](#) button.

Add account

Description *

Account *

URL

Category

(Select one) ▾

Notes

The password must:

- have from 1 to 45 characters

Password *

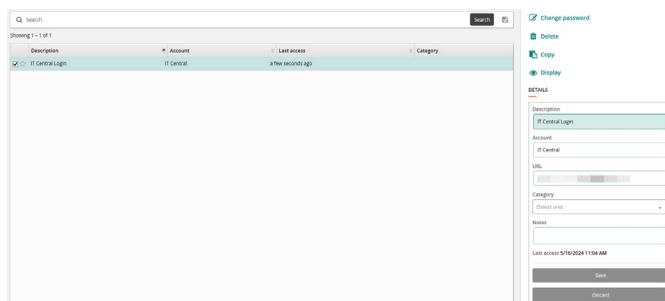
Confirm password *

[Add](#)

STEP 10

The account was successfully added.

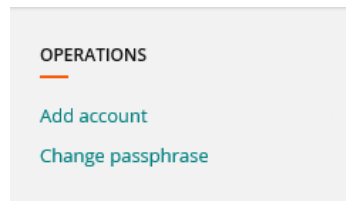
Click [Add account](#) for each password you wish to track.



STEP 11

CHANGE PERSONAL VAULT PASSPHRASE

Click the [Change passphrase](#) link.



PASSWORD SELF SERVICE



PERSONAL VAULT

STEP 12

Enter your passphrase in the **Old passphrase** field. Then enter a new passphrase in the **passphrase** field and enter the same passphrase in the **Confirm passphrase** field. Click the **Change** button.

Personal vault ✕

To change your personal vault passphrase, enter both your old passphrase and your desired new one below.

The passphrase must:

STEP 13

Click your **name** in the top right corner and select **Logout** from the dropdown.

