

PASSWORD SELF SERVICE

CHANGE YOUR PASSWORD WITH A ONE-TIME CODE

STEP 1

Go to canadapost.ca, scroll down to the bottom of the page and click **I'm an employee**. Click **Login** to **Intrapost** and click **Forgot your password?**

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 Serve" 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 Serve" 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 du 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 Login** page. Enter your **User ID**. Your User ID can be found on your pay statement beside your Employee ID. Click the **Continue** button.

Canada Post / POSTES CANADA

Password Self Service: Login

Enter User ID

Continue

Scan the QR code for job aids and instructions.

*** 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 WITHOUT CORPORATE COMPUTERS

ATTENTION EMPLOYEES WITH CORPORATE COMPUTERS

*** ONLY change your password from your corporate computer using Ctrl + Alt + Del when on VPN ***

EMPLOYEES WITH CORPORATE MACINTOSH

Instructions will be available through the existing Mac process

STEP 3

Click on the **One-time code authentication** option.

Choose an authentication method

Use password

Answer security questions

One time code authentication

STEP 4

Select **Yes** to indicate your consent to receive communication from Canada Post at your **personal email address** or **mobile number**.

User acceptance

I agree to receive messaging from Canada Post at my personal email address or mobile number.

Yes

No

STEP 5

Select where you prefer to receive your **one-time code**. You can choose between the **mobile number** or **personal email address** listed in your **MySAP profile**.

Please select where you would like your one-time code to be sent:

☐ The mobile number listed in your MySAP profile

☐ The personal email address listed in your MySAP profile

Continue

PASSWORD SELF SERVICE



CHANGE YOUR PASSWORD WITH A ONE-TIME CODE

STEP 6

Enter the 6-digit **one-time code** you received and click **Verify PIN**.

Please enter your One Time Code

PIN:

Verify PIN

I didn't receive a PIN

STEP 7

Under **My Profile** click **Change passwords**.

CANADA POST POSTES CANADA

Password Self Service

MY PROFILE

Change passwords

Unlock accounts

View profile

Update security questions

Attach other accounts

Personal vault

STEP 8

Enter your new password in the **New password** field.
Re-enter your new password in the **Confirm** field. Click the **Change passwords** button.

STEP 9

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

YOUR NAME

ID: YOUR NAME

English (en-us)

Logout

Enter a new password:

****The password criteria will turn green if the requirements are met. They will turn red if the requirements are not met.**

New password: *

Confirm: *

Change passwords