SuccessFactors User Login Guide

This guide will walk you through how to log in to SuccessFactors.

1. All employees will need to log in to SuccessFactors using this link:

2. Follow the prompts on the login screen to log in to your SuccessFactors platform.
   Please see the following information for additional guidance.

Once you have accessed the link to SuccessFactors you will be taken to the screen below and asked to enter either your (short form) PeopleSoft User ID or E-Mail.

If you are an SSO user, please use the E-Mail account associated with your SuccessFactors Account and not your short form PS ID#. This should also be the E-Mail for Active Directory if you have one.

The PeopleSoft User ID is the short form of your PS ID (e.g., first initial of your first name and the last 6 of your PS ID number). The entire 11 digits of your PS ID number will not work here.
If you are a **Password User**, you will be taken to this screen and asked to enter a password. **NOTE:** If you are logging in for the first time, your password is the default password, which is Sf followed by their full PS ID number (e.g., Sf10000123456).

If a user has entered an incorrect password five times, the user will be locked out of the system and must wait one hour for the account to unlock or submit a ticket to the IOT Helpdesk for assistance.
Once you have successfully logged in to SuccessFactors for the first time, you will be asked to set up three Security Questions for future password resets.

If users see this error upon login using the short form PS ID number or personal email, the user will need to return to the original login page and enter the E-Mail associated with their SuccessFactors account to resolve the issue.

SAP SuccessFactors is compatible with the most recent version of Google Chrome, Internet Explorer, and Firefox. If you experience issues within SAP SuccessFactors, please check your browser for updates. For additional questions regarding browsers, please contact the IOT Helpdesk at 317-234-HELP (4357) or 1-800-382-1095.