Create a Password Profile

This section describes how to create your employee Self Service password profile so you will be able to unlock, reset and manage your corporate account passwords.

1. From the employee self service password portal site https://qpm.leidos.com/qpmuser enter your username and the displayed captia then click OK.

2. Click on my Questions and Answers Profile

3. Next, you will be directed to the user agreement. Check the “I agree” check box and click Next
4. Next, you will be prompted for your password. Enter your current password and click Next.

My Questions and Answers Profile (Rigunay, Lucius C.)

To proceed, enter your password.

Password: 

5. You will be directed to Answer 5 optional security questions as well as 2 mandatory questions.

Once you have answered all questions click Next.

My Questions and Answers Profile (Rigunay, Lucius C.)

Provide answers to these questions and make sure you remember your answers, because the questions will be used later to allow you to reset your forgotten password and unlock your account.

- Your answers must comply with the policy requirements.
  - The minimum length of an answer must be 2 characters.
  - All answers must be unique.
  - The answer must not contain the corresponding question.

Language of questions and answers: English (United States)

[ ] Hide my answers for security purposes

Questions consist of the following...

- **Optional Questions**
  - 1. What is your Mother's maiden name?
  - 2. What is your Father's middle name?
  - 3. What is your oldest sibling's first name?
  - 4. What is your Paternal Grandmother's first name?
  - 5. What is your Maternal Grandfather's first name?
  - 6. What is your shoe size? (Use two digits if Size 9 use 09)
  - 7. What is your blood type?
  - 8. What was the name of your elementary school?
  - 9. What is the name of the city you were born in?
  - 10. What is the first name of your favorite relative?
  - 11. What is your most memorable life event?
  - 12. What is your favorite vacation spot?
  - 13. What is your spouse/significant other's birthday (mm/dd/yyyy)?
  - 14. What is the year you graduated High School?
  - 15. What are the last 4 digits of your driver's license number?

- **Helpdesk Questions**
  - 1. What is your Secret Word? (a word the helpdesk can use to validate your identity, only you should know this.)
  - 2. What is your employee number?
6. Next you will be prompted to enter a new password. Enter new password then click Next.

My Questions and Answers Profile (Rigunay, Lucius C.)

Enter new password.

Your new password must comply with the password policy:

- The password must meet the system complexity requirements:
  - Not contain all or part of the user’s account name
  - Contains characters from three of the following four categories:
    - English uppercase characters (A through Z)
    - English lowercase characters (a through z)
    - Numbers (0 through 9)
    - Non-alphabetical characters (such as #, $, %)
- The password must meet the password length requirements of the system. The minimum password length: 8.
- The password must meet the password history requirements of the system. The number of passwords in store: 10.
- The password must meet the password maximum age requirements of the system. Maximum password age: 90.

New password:

Confirm new password:

You are now done with your Password Manager Profile and can use this portal for password self service.

Need Help?  Prior to the company separation, contact the SAIC Service Desk by calling 1-877-999-7242. After the company separation, contact the Leidos Service Desk by calling 855-9 LEIDOS (855-953-4367).