
EmpowHR User Security (HD)

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Create New Oprid

To Create a New Oprid:

1. Select the **EmpowHR User Security (HD)** menu group.
2. Select the **Create New Oprid** component.

Note: When the **Create New Oprid** component is selected from the **EmpowHR User Security (HD)** menu group, the user is re-routed to the **PAR Processing** menu group, **Create New Oprid** component. The completion of this component is the same from either menu group. For more information on Create New Oprid, refer to the **PAR Processing** section, [Create New Oprid](#) topic in this procedure manual.

Employee Password Reset

To access the Employee Password Reset page:

1. Select the **EmpowHR User Security (HD)** menu group.
2. Select the **Employee Password Reset** component.

Note: When the **Employee Password Reset** component is selected from the **EmpowHR User Security (HD)** menu group, the user is re-routed to the **PAR Processing** menu group, **Employee Password Reset** component. The completion of this component is the same from either menu group. For more information on **Employee Password Reset**, refer to the **PAR Processing** section, [Employee Password Reset](#) topic in this procedure manual.

Permission Lists

To create, maintain, copy, and delete permission lists:

1. Select the **EmpowHR User Security (HD)** menu group.

2. Select the **Permission Lists**.

Note: When the **Permission Lists** component is selected from the **EmpowHR User Security (HD)** menu group, the user is re-routed to the **People Tools** menu group, **Permission Lists** component. The completion of this component is the same from either menu group. For more information on **Permission Lists**, refer to the **People Tools** section, [Permission Lists](#) topic in this procedure manual.

Roles

This option is used to create and maintain roles established in the database. For more information about Roles, refer to People Tools, Roles in this procedure manual.

To create and maintain roles:

1. Select the **EmpowHR User Security (HD)** menu group.
2. Select the **Roles** component.

Note: When the **Roles** component is selected from the **EmpowHR User Security (HD)** menu group, the user is re-routed to the **People Tools** menu group, **Roles** component. The completion of this component is the same from either menu group. For more information on **Roles**, refer to the **People Tools** section, [Roles](#) topic in this procedure manual.

User Profiles

The **User Profiles** option is used to establish user profiles. User profiles can also be copied, deleted, distributed and purged from this option.

To Create and Maintain User Profiles:

1. Select **EmpowHR User Security (HD)** menu group.
2. Select **User Profiles** component.

Note: When the **User Profiles** component is selected from the **EmpowHR User Security (HD)** menu group, the user is re-routed to the **People Tools** menu group, **User Profiles** component. The completion of this component is the same from either menu group. For more information on **User Profiles**, refer to the **People Tools** section, [User Profiles](#) topic in this procedure manual.