How to Reset your Password & Changing your Security Questions

Deltek Enterprise Website: https://adss1.deltekenterprise.com

Password Reset
If you’ve forgotten your Deltek password it is now very simple to reset your password on your own as needed.

1. First you will go to the Deltek Enterprise website: https://adss1.deltekenterprise.com (Above picture will be the first page viewed)

2. Next you will click on the Key icon “Reset Password”
Password Reset – Enter Username

Please enter your “Username”, this will be your username that starts with “66216.mep.” and your specific Employee ID. (Example EIDs: 66216.mep.1234 or for Subk’s it will be 66216.mep.GLOBAL123 or 66216.mep.ATLAS123, etc.)

Then press the “Continue” button
Security Question Answer

Within this section you will need to answer the security question listed. These are the questions that you’ve established when you first activated your account.

1. Place the answer to the question within this section Answer: __________________________

2. Place the exact above code within this section. The above example shows “88mbfj”, but yours will always be different.
   Note: if you’re having trouble reading the code please press the refresh icon to view a different code

3. Once you’ve completed both of the above actions you will press the “Continue” button
Password Reset

This is where you will input a new password of your choosing. It’s important to note that there are specific “characters” that your new password is required to contain.

1. **New Password**: Create your own password using the required characters (Upper Case, Lower Case, Number, and Special Character)
   Example: NEW#password123

2. **Confirm New Password**: Re-enter your new password here that you just created.

3. Input the provided code within this box. The example to the left shows “homkrh”, but your will always be different.
   Note: if you’re having trouble reading the code please press the refresh icon to view a different code.

4. Once you’re completed inputting your new password in both of the boxes you will press the “Reset Password” button.
You Have Successfully Reset your Password

Password Reset Completed

This is the last page notifying you that you’ve successfully reset your password. You are now done with this website and can close it as needed. Great Job!
Changing Your Security Questions

Deltek Enterprise Website: https://adss1.deltekenterprise.com

Changing your Security Questions
If at any time you would like to update or change your questions you can simply log into Deltek Enterprise to change them as needed.

1. First you will go to the Deltek Enterprise website: https://adss1.deltekenterprise.com (Above picture will be the first page viewed)

2. **User Name:** Please enter your “Username”, this will be your username that starts with “66216.mep.” and your specific Employee ID.

3. **Password:** Enter in your current password

4. Next press the “Login” button
Changing Your Security Questions

Within this section you will select four different “Questions” and choose your own specific answer for each of the questions. Please pick answers that you will remember as you will need to remember them if you need to reset your password.

In this view you will need to type your answers in twice, once in the first “Answer” box, then again just to the right of it in the “Confirm Answer” box.

Note: If you want to view your answers as you type them please uncheck the “Hide Answer(s)” check box.

After you’ve selected & answered all four of the Question sections you will then press the “Update” button.
You Have Successfully Updated your Security Questions

Updated Security Questions Completed

This is the last page notifying you that you’ve successfully updated your Security Questions. You are now done with this website and can close it as needed. Great Job!