

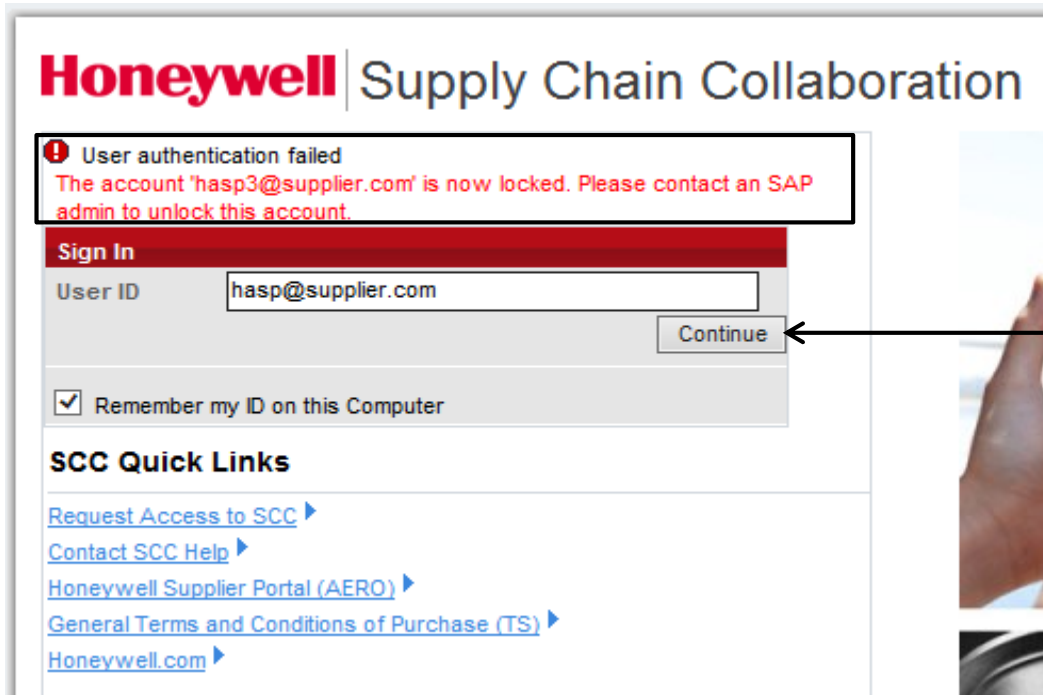


# Honeywell Aerospace Supplier Portal (HASP) **Self-Serve Unlock Process**

Supply Chain Collaboration Portal (SCC) Training Material | January 2017

**Honeywell**

# Navigate to Forgot Password Link



**Honeywell** | Supply Chain Collaboration

**!** User authentication failed  
The account 'hasp3@supplier.com' is now locked. Please contact an SAP admin to unlock this account.

**Sign In**

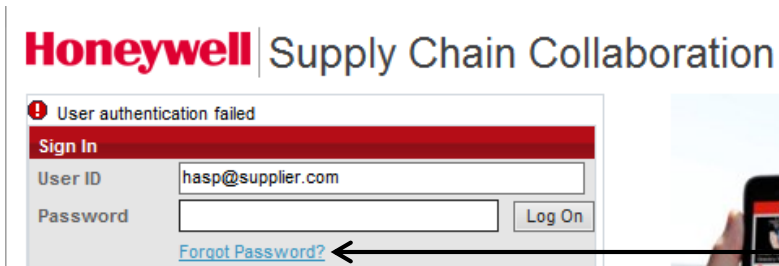
User ID

Remember my ID on this Computer

**SCC Quick Links**

- [Request Access to SCC](#) ▶
- [Contact SCC Help](#) ▶
- [Honeywell Supplier Portal \(AERO\)](#) ▶
- [General Terms and Conditions of Purchase \(TS\)](#) ▶
- [Honeywell.com](#) ▶

Click **Continue**



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**!** User authentication failed

**Sign In**

User ID

Password

[Forgot Password?](#)

Click **Forgot Password** and it will walk you through obtaining a new password for immediate access

# Enter Login ID and Begin the Process

Enter your Login ID (your email address) in the **Login ID** field

Click **Continue**

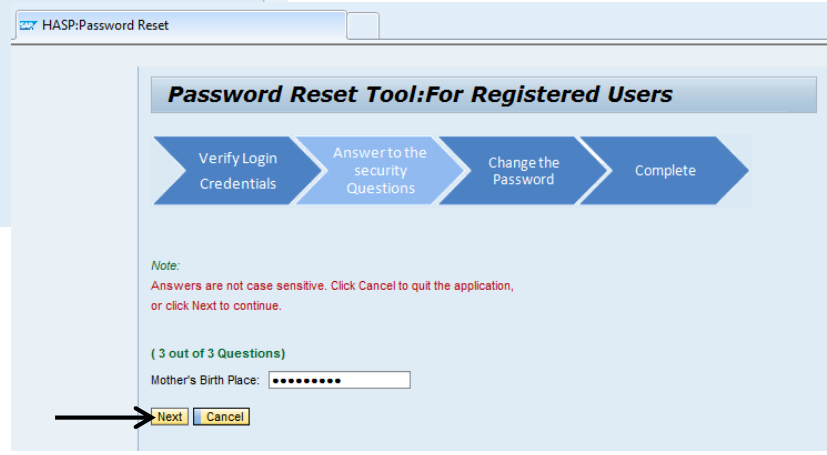
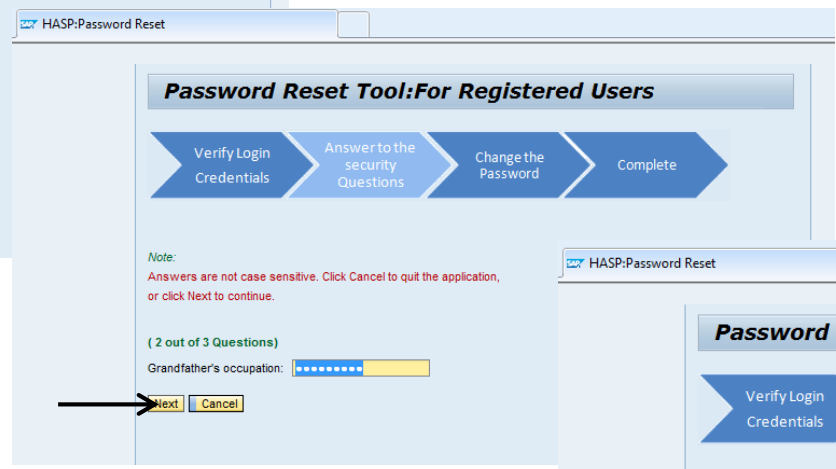
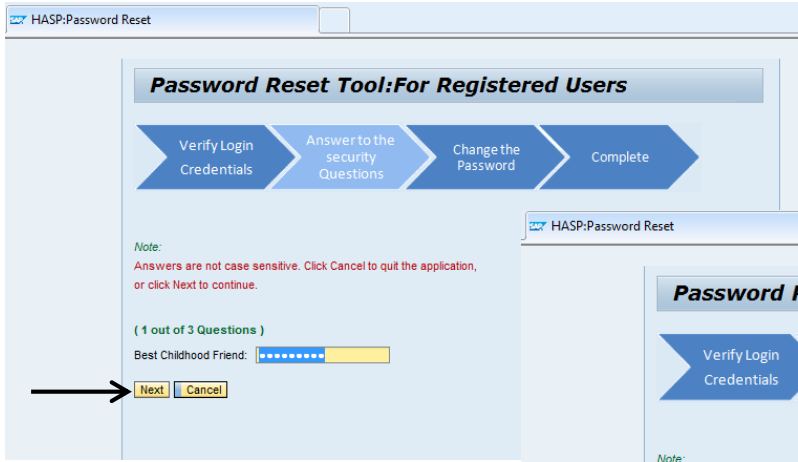
The screenshot shows a web browser window titled "SAP HASP:Password Reset". The main content area is titled "Password Reset Tool: For Registered Users". Below the title is a horizontal flowchart with four steps: "Verify Login Credentials", "Answer to the security Questions", "Change the Password", and "Complete". Below the flowchart, there is a "Note" section with the text: "Use your Vendor ID to validate your identity. Click Cancel during any step to quit the application." Below the note, there is a "Login ID:" label followed by a text input field containing "hasp@supplier.com". Below the input field, there are two buttons: "Continue" and "Cancel". An arrow points to the "Continue" button.

# Enter Answers to 3 Random Security Questions

The system will choose 3 random security questions

Type the answer that was provided during the registration process into the field next to each question

Click **Next** after entering each answer



# Create and Confirm New Password

Type in a ***New Password*** and the same in ***Confirm Password***

Click the ***Check and Continue*** button

**Password Reset Tool: For Registered Users**

Verify Login Credentials → Answer to the security Questions → Change the Password → Complete

**Note:**  
New Password and Confirm Password should be the same.  
Click Check and Continue to continue.  
Click Cancel to quite the application.

**Restrictions for Password change:**

- At least 1 character should be different from the old password & the new password.
- Give a password that is different from your previous 5 old passwords.
- First three characters of the password must be different.
- Password can be changed only once in a day.
- Password can only consist of digits, letters, and only the following special character.

! " (space) @ \$ % & / ( ) \* #  
- . , ; : { [ ] } \ < > + ~

New Password:

Confirm Password:

# Confirmation Password Changed Successfully

A message will be displayed onscreen when you have successfully completed the process to select a new password.

Congratulations!! Your account is now unlocked and you may log in using your new password.

The screenshot shows a web browser window titled "HASP:Password Reset". The main heading is "Password Reset Tool: For Registered Users". Below this is a progress bar with four steps: "Verify Login Credentials", "Answer to the security Questions", "Submit Request to Security Team", and "Complete". The "Complete" step is highlighted. A message box displays a green checkmark and the text "Password Changed Successfully!". Below this is a "Note:" section with the text "For Security reasons, please click Close to exit from the Application." At the bottom, there are two buttons: "Click Here to Login HASP portal to Proceed" and "Close Click Here to Close the Window".

Click here to log into the portal with your new password

# Providing Incorrect Answers to Security Questions

If an incorrect answer is provided to a security question, the account will need to be unlocked by Security

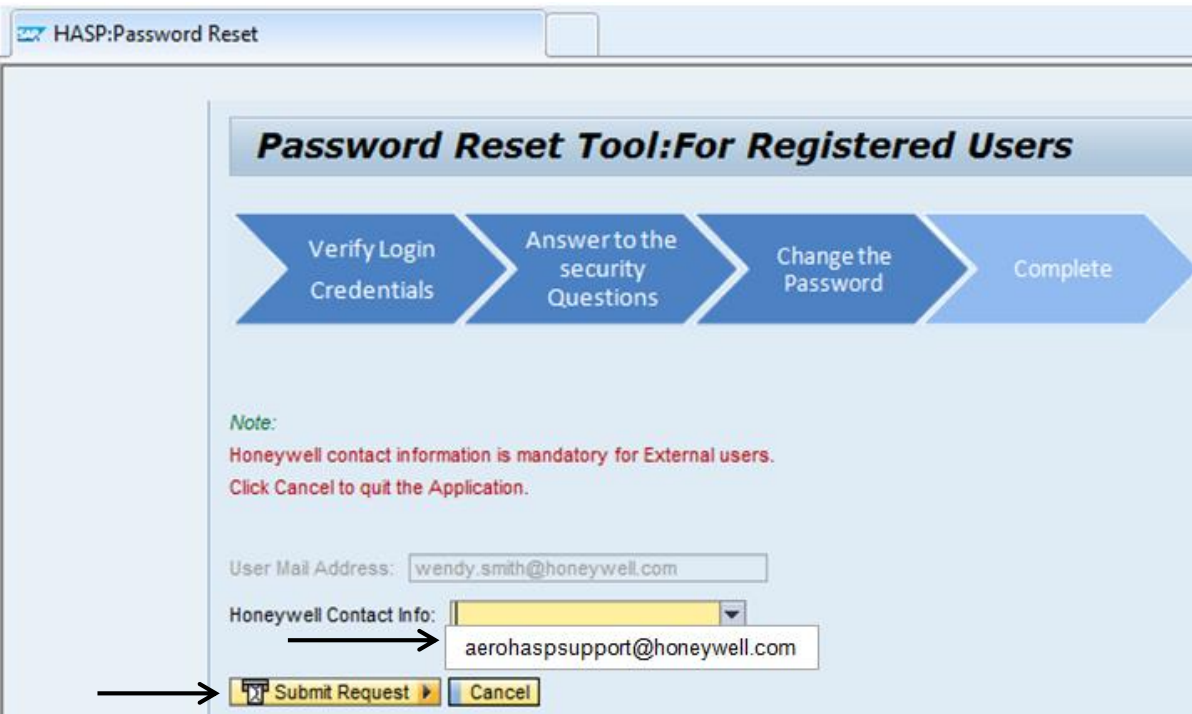
If the “wrong answer” error box comes up, click the **OK** button



# Steps to Unlock After providing Incorrect Answers to Security Questions

Select the [aerohaspsupport@honeywell.com](mailto:aerohaspsupport@honeywell.com) email address listed

Click the **Submit Request** button





# Steps to Unlock After providing Incorrect Answers to Security Questions

You will be notified on screen that a request was forwarded to HASP support for unlock and password refresh.

Click the **Close** button



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**You will receive a notice via email with instructions for logging back in once unlock & password refresh are complete – this may take up to 24 hours.**



**Thanks For Your Participation!**

**Honeywell**