



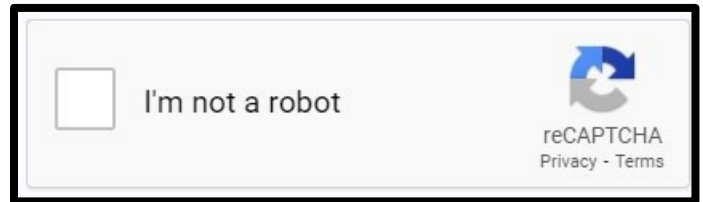
## Reset your password in Cornerstone Pilot

Cornerstone's Pilot environment is our sandbox space available for research and testing. Unlike Cornerstone's Production environment, access to Pilot does not occur via STAR ESS, but rather via a [dedicated login page](#), requiring a username (usually this is your Employee ID number) and password. If you do not remember your password in Pilot, or if you have never set one there, you can request to receive a link to reset the password yourself.

1. If you can't remember your password, from the [Cornerstone Pilot login page](#), select the **Forgot password?** link.

[Forgot Username?](#) | [Forgot password?](#)

2. On the Forgot password page, enter your username in the **Login Credential** field. Your username is almost always your 9-digit Employee ID number. You can find your Employee ID number in the User ID field in Cornerstone Production (Admin > Users > Search for yourself > User ID), in Reporting 2.0 (field "User - User ID"), or printed on your paycheck.
3. Select the checkbox next to the words, "I'm not a robot".
4. If prompted, complete the reCAPTCHA image challenge, then press **VERIFY**. There is also an audio challenge option.
5. When the reCAPTCHA confirms with a green check mark, press the **Submit** button.
6. You will receive an email within 5-10 minutes that contains a unique link allowing you to manually reset your Pilot password. Open the link from your email and follow the instructions to reset your password.



If you cannot access your username, or the password reset email does not arrive after 30 minutes, please contact the system administrators for your Cornerstone region.