

How to Obtain a Passport Password

A Delta “Passport” consists of a **User ID** and **Password** which is Delta’s way of validating an individual’s identity and helps ensure that personal information is secure and accessible only to you.

Your Passport is very important because it will enable you to access Delta’s Human Resources self-service web-based applications. You will be able to:

- Enroll in benefits via Benefits Direct in Employee Self-Service (ESS)
- View and update personal information via ESS
- Access Delta travel benefits via TravelNet
- View retiree and survivor pension benefit pay checks online in ESS

If you do not already have a Delta Passport password, follow the instructions below.

Your Default Delta Passport Password

A default Delta Passport has been created for you. The information below explains how your default Delta Passport password was created.

- The **first 4 letters of your last name + the 2-digit month + 2-digit day of your birth**. The first letter must be capitalized.

- Example: The default password for Joe Wright, born on November 1 would be: Wrig1101.

The first 4 letters of the last name:	Wrig
2-digit birth month:	11
2-digit day of your birth:	01

- For **employees with 3 letter names (or less) add zeros** to the last name to make it 4 digits.

- Example: The default password for Joe Bi, born on November 1 would be Bi001101.

The first 4 letters of the last name:	Bi00
2-digit birth month:	11
2-digit day of your birth:	01

Following the example above, write your default Delta Passport password in the space provided: _____ + _____ + _____

The first 4 digits of your last name 2-digit birth month 2-digit birth day

Create Your Permanent Delta Passport Password

Now that you know your default Passport password, you should log in to the Delta Passport site and immediately change your default password to a permanent password that is known only to you. This will help maintain the security of your personal data.

Follow these steps to log on to the Delta Passport website and change your default Passport password to a permanent password that is known only to you:

1. To access the Delta Passport Account Management web site:
 - enter <http://register.delta.com> in your browser window
2. Select the *Create or Manage your Delta Passport Account* link.
3. Sign in to the *Delta Passport Self-Service Account Management* page.
 - *User ID*: Enter your 9-digit PPR number (your user ID can be a 9-digit number or can begin with MN followed by a 7-digit number)
 - Example 0 X X X X X X 0 0
 - Example M N X X X X X X X
 - For Survivor pass travel accounts, please remember to use the user ID number that is associated with your pass travel (ending in either 01 or 21)
4. Select *Modify Account* and click on the link to *Change Password*.
5. Enter the default Password set up for you in the *Old Password* field.
6. Enter a new password of your choice in the *New Password* field.
Note: Your new password must be at least 8 characters and contain at least 1 upper case letter, 1 lower case letter, and 1 numeric character. Example: Snapple7.
7. Enter your new password a second time in the *Confirm New Password* field.

IT IS VERY IMPORTANT THAT YOU REMEMBER YOUR NEW PASSWORD! MAKE SURE TO SET UP THE SECURITY QUESTIONS IN ORDER TO RETRIEVE YOUR PASSWORD IF IT IS LOST OR FORGOTTEN.

Once you have created your new password, you can access DeltaNet through the following link <http://dlnet.delta.com/portal>. You can also search for DeltaNet through most search engines, such as Google or Yahoo, if you ever misplace the URL.

If you have any questions or problems regarding your new passport account please send an email to HRPassport.Delta@delta.com. Make sure to include your full name, PPR number, birth month and day to expedite assistance

Finding Internet Access in Your Area

If you do not have access to the internet, you can access the internet through public access computers, typically at your local library and at some colleges and universities.

Library computers

Computers are often available for free use at your local library, though some libraries limit the amount of time each patron can use the computer. You are often allowed to print documents that you have created using these computers.

Local colleges and universities

Some colleges and universities may allow non-students to access their internet services. Check resources in your area.

Other Public Access Computers

Internet cafes and other retail establishments may provide computers with internet access; some may charge a fee.