

Resetting Your Password

Follow the steps below to automatically reset your password.

Note: do not make a request for a password reset if you are due to leave your desk for a while and within the next 10-15 minutes as you will be required to respond to an email and if you do not do this timely you will need to repeat the process again.

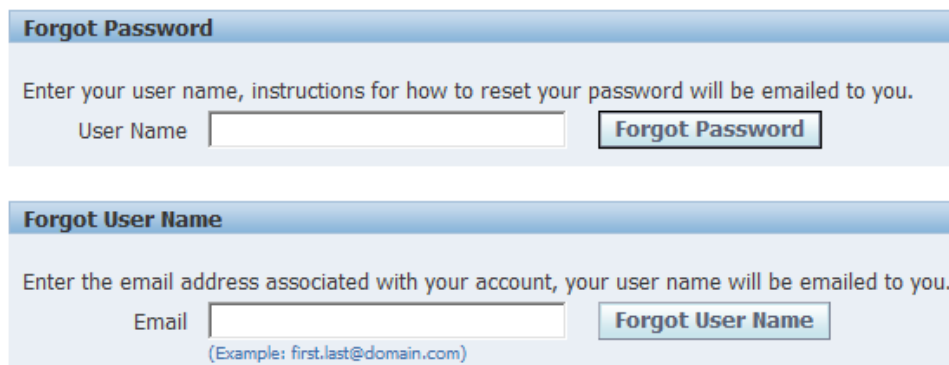
- Launch HRMS from the icon on your desktop
- Select '**HRMSLIVE**'
- The Login screen will appear as below

The image shows the HRMS login interface. At the top, there is a horizontal banner with five small images of people in professional settings. Below the banner, the login form is displayed on a light blue background. It includes two input fields: '*User Name' with a placeholder '(example: michael.james.smith)' and '*Password' with a placeholder '(example: 4u99v23)'. Both fields are marked with an asterisk to indicate they are required. Below the password field are 'Login' and 'Cancel' buttons. A link 'Click here to Reset Your Password' is positioned below the buttons. At the bottom, there is an 'Accessibility' dropdown menu currently set to 'None'.

- Click on the **Click here to Reset Your Password** link
- The Login Assistance screen will appear

Login Assistance

* Indicates required field

The image shows the 'Login Assistance' screen, which is divided into two main sections. The first section is titled 'Forgot Password' and contains the instruction 'Enter your user name, instructions for how to reset your password will be emailed to you.' Below this is a 'User Name' input field and a 'Forgot Password' button. The second section is titled 'Forgot User Name' and contains the instruction 'Enter the email address associated with your account, your user name will be emailed to you.' Below this is an 'Email' input field with a placeholder '(Example: first.last@domain.com)' and a 'Forgot User Name' button.

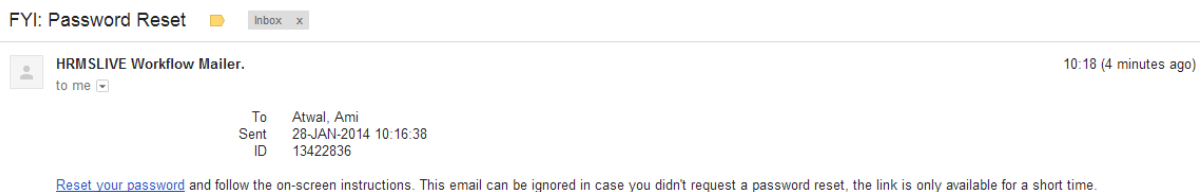
- Under "Forgot Password", enter your **HRMS User Name** (this should be the same as your network ID)
- Click on the **Forgot Password** button

- The Confirmation screen will appear notifying you that your request is being processed

Confirmation

Your password-reset request has been submitted. An email with instructions will be sent shortly. Please contact the System Administrator if you do not receive an email within the next 10-15 minutes.

- Click on the **OK** button
- You will be sent an email to your Google inbox from **HRMSLive Workflow Mailer** with the subject heading **FYI: Password Reset**
- Open the email to display the following:



- Click on The **Reset your password** link (shown above in blue)
- The Reset Password screen will appear as shown below:

Reset Password

* Indicates required field

Please enter your username and passwords below. The password you enter below will be used to replace your old password.

* User Name

* Password

(8 characters or more)

* Confirm Your Password

- Follow the instructions and enter your **User Name**, your **new password** and confirm your **new password** (Note: the password must be at least 8 characters and must contain a number. You cannot use repeating characters or numbers i.e. aa, bb, 11, 22)
- Click on **Confirm Password**
- The Confirmation screen will appear
- Click **OK**
- The Login screen will appear. Login using your User Name and new Password.