

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



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

Login Assistance

* Indicates required field



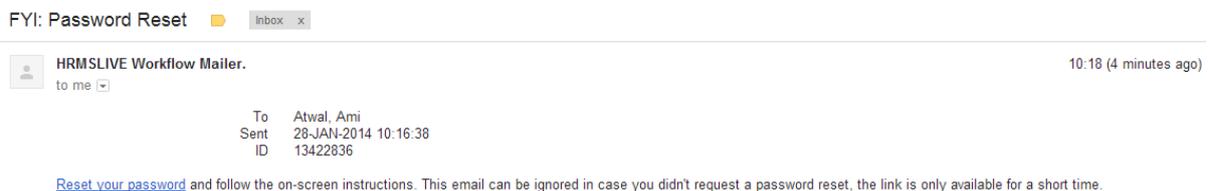
- Under "Forgot Password", enter your **HRMS User Name** (this should be the same as your network ID)
- Click on the **Forgot Password** button

- 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.