



Employee Password Reset User Guide

Staff Module



Introduction

Resetting a password is a common part of utilizing most software applications. Most password change requests are due to the user forgetting a password.

However, a password reset also ensures data security. In fact, many organizations have a yearly mandated password change process that mitigates private information being accessed by non authorized individuals.

Knowing how to change your own password allows you to handle that task at any time, bypass contacting support, and keep your password safe and secure. The Employee Password Reset User Guide is a handy tool to keep around just for those reasons.

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Changing Employee Password

To begin resetting an employee's password, navigate to the Staff module and select the **Employees** tab. (Figure 1)

You can select either the **Departments** or **Job Titles** perspectives to perform a password reset. For this example, we selected **Departments**. (Yellow box, Figure 1)

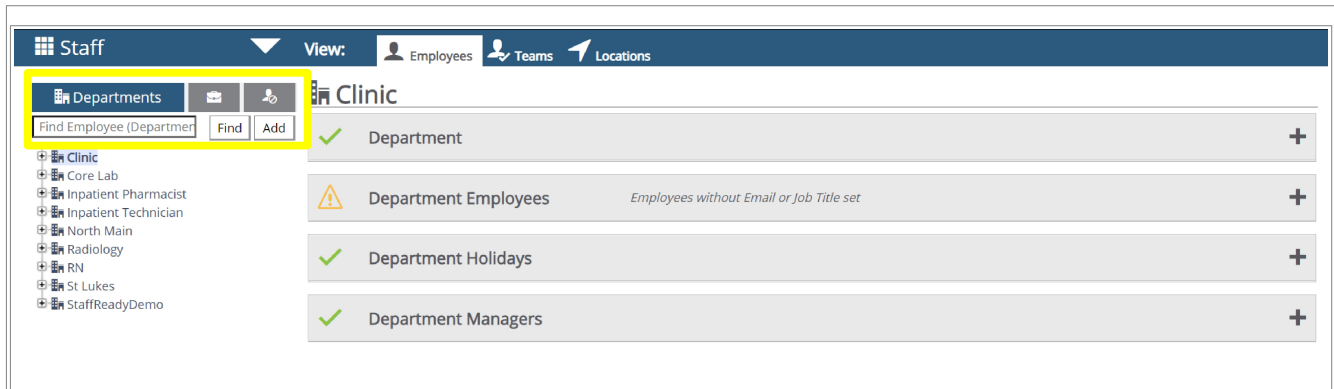


Figure 1

Next, select an employee from one of the departments to display their color bars. (Figure 2)

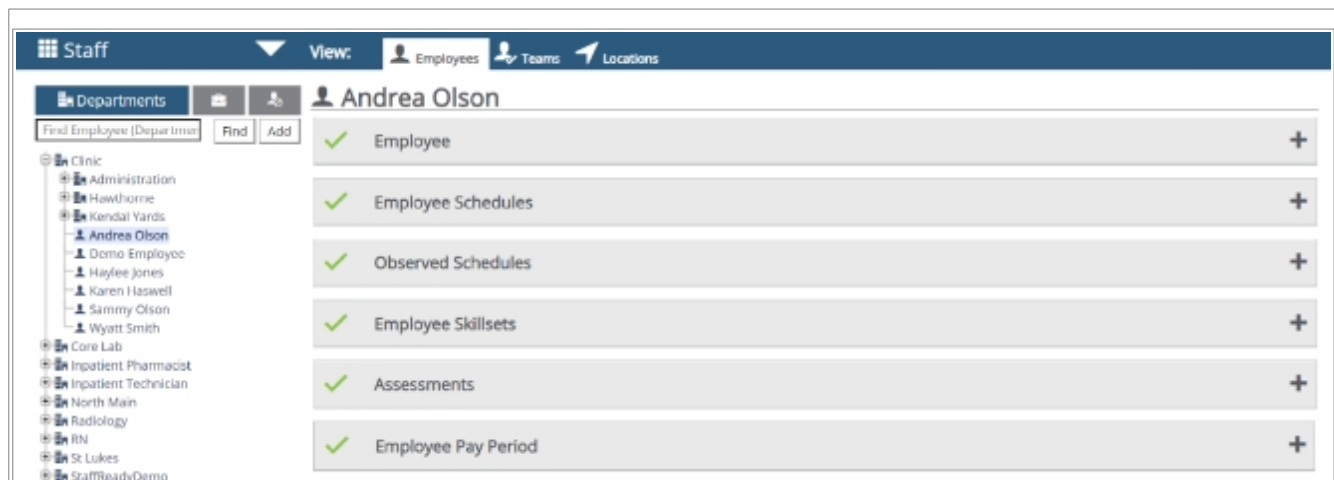


Figure 2

Completing the Reset

Select the **Employee** color bar to expand it. (Figure 1) Select the **Edit Employee** button. (Yellow box, Figure 1) This will open the **Employee Profile** pop-up window. (Figure 2)

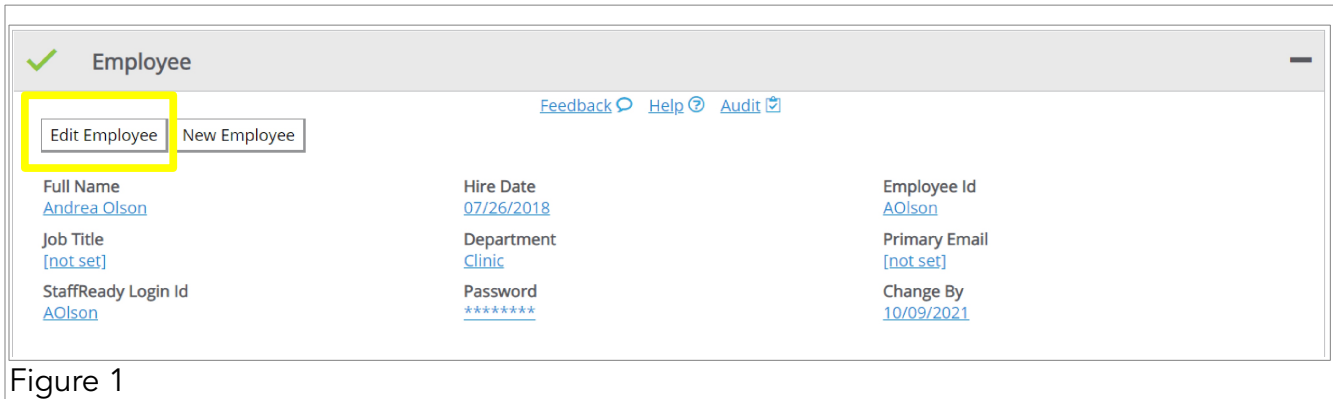


Figure 1

Enter in a new password in the **Reset Password** field and enter or reenter a date by which the employee will need to reset their password if needed. Select the **Save Changes** button when you are finished.

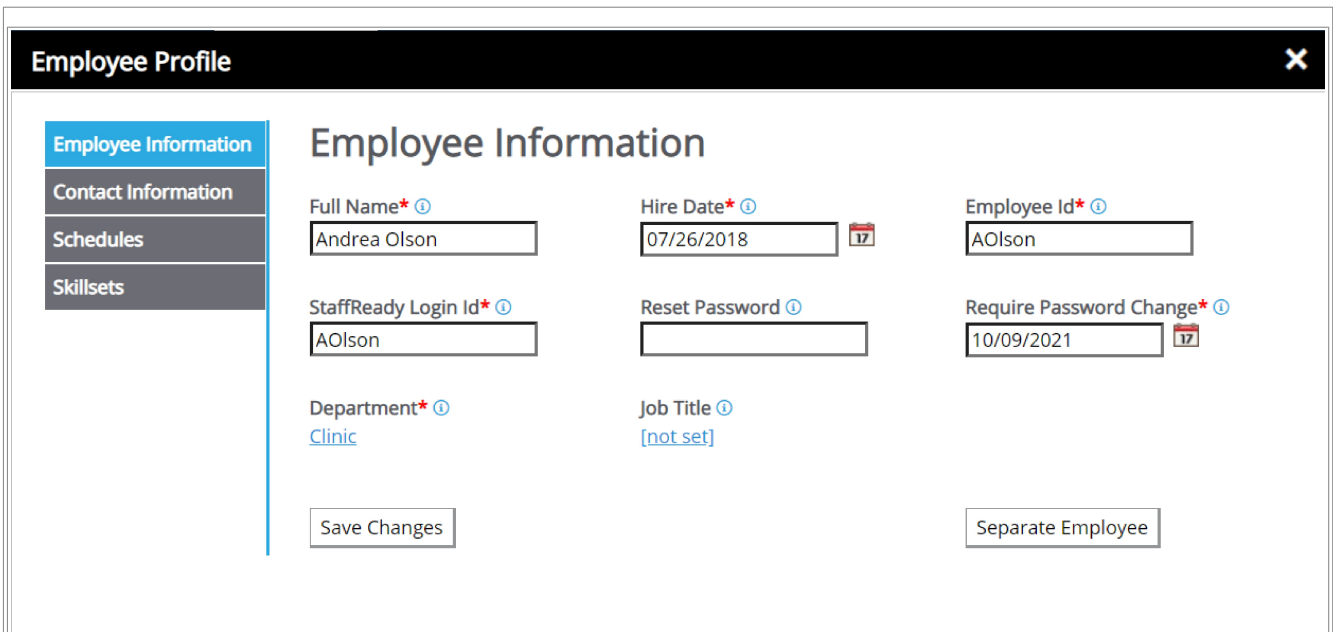


Figure 2

Note: Employees are not automatically notified if an admin resets their password so if you perform this action you will need to notify them separately that you have done so.

Resources

This concludes the User Guide for **Resetting Employee Password**. We hope that you have a better understanding of this feature and how it functions within the entire framework of the Staff module.

For more focused Guides on the functions and features discussed in this document, please check out the linked Guides on this page for supplemental reading.

For further assistance, please contact our Support Team directly.

Our service hours are Monday through Friday, 6am to 5pm PST.

Phone: 1-877-229-5230

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