

Passwords

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Overview

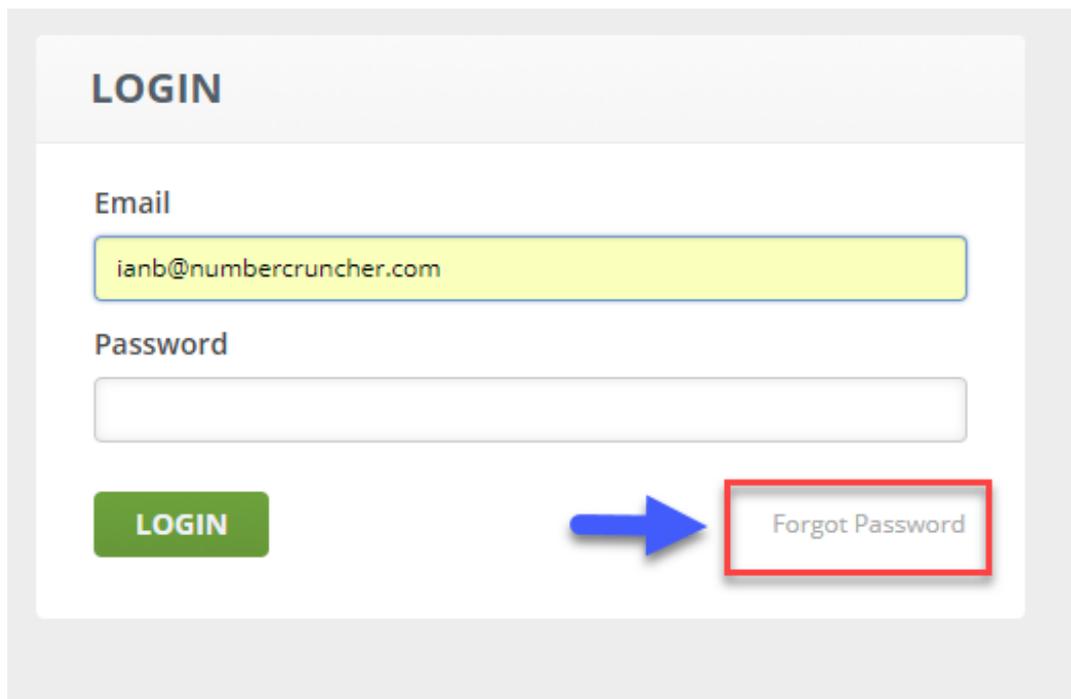
A user's password will be set while **creating a user** . However the system provides simple solutions for password management when a user needs to reset their password.

Users should use Reset Password when the forget their passwords.

Reset Password

On the login screen:

- Enter your Email.
- Click on Forgot Password.



The screenshot shows a login form titled "LOGIN". It contains two input fields: "Email" and "Password". The "Email" field is filled with "ianb@numbercruncher.com" and has a yellow highlight. Below the "Password" field is a green "LOGIN" button. To the right of the "LOGIN" button is a blue arrow pointing to a "Forgot Password" link, which is highlighted with a red border.

- You will receive a system generated email.
- Click on link to reset the password.
- Once you click on the link, you will be directed to the Reset Password screen.
- Enter your new password. Keep your password strong by using a combination of letter, numbers and special characters.
- Confirm new password (must be the same password as the one type under Password).
- Click **Save**.



Keeping your password secure is an important task during your work day. Always use numbers, letters, and special characters to create a robust and strong password. Keep your password secured and do not share it with others.

RESET PASSWORD

Password

Confirm password

Password strength:

SAVE

You will be asked to enter your email and new password.

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LOGIN

Email

Password

LOGIN

[Forgot Password](#)