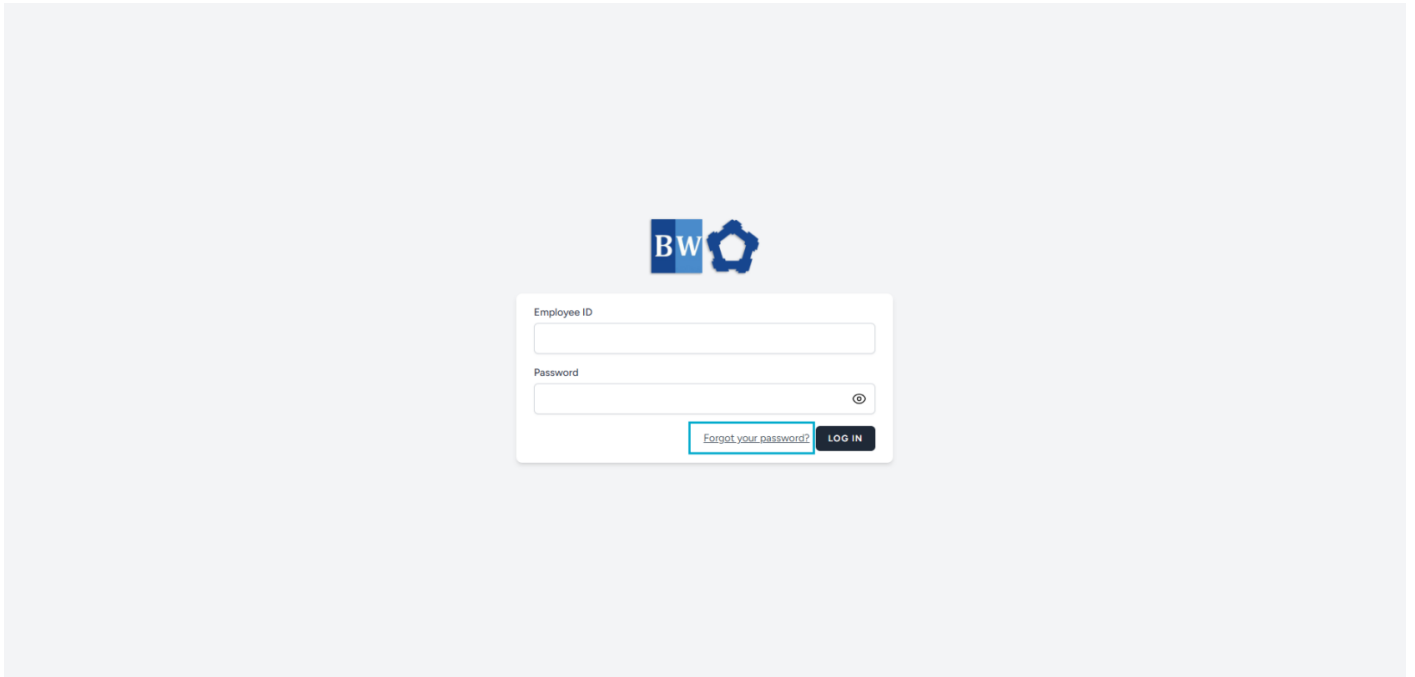


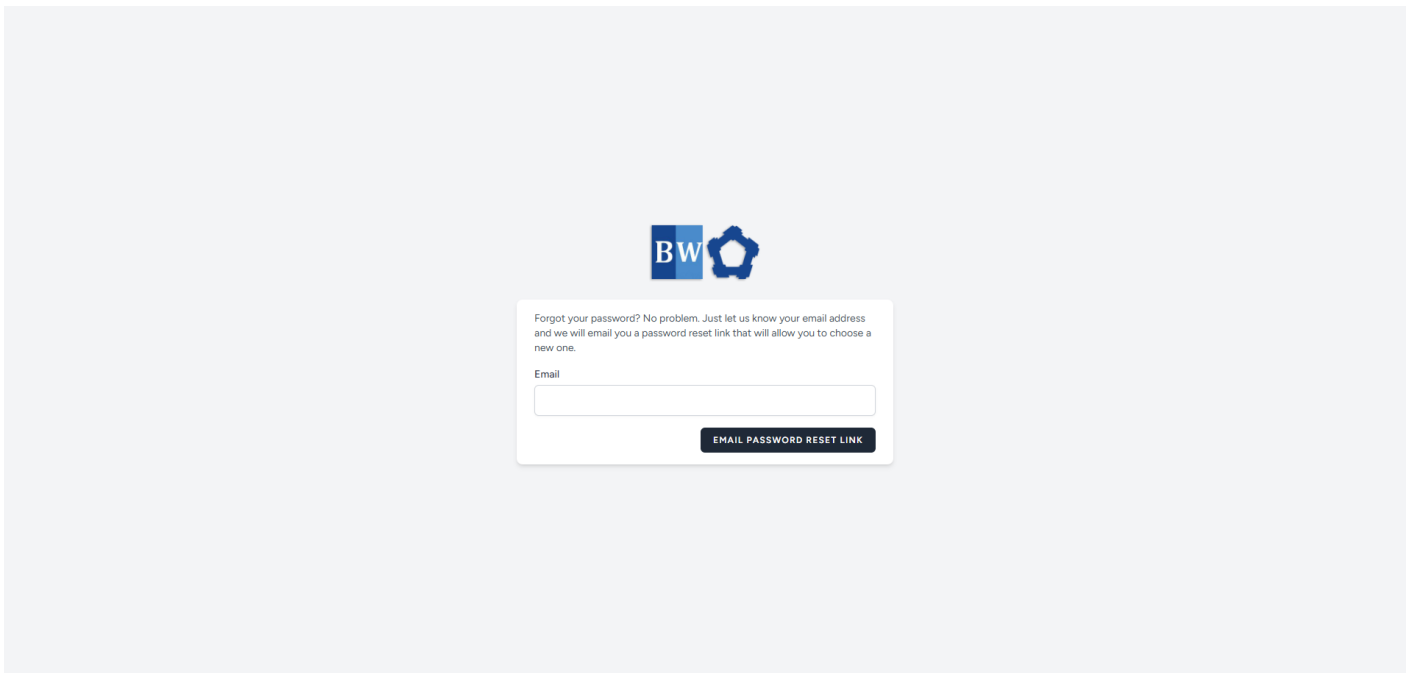
Forgot Password

Guide to resetting your Password and Creating a new one.

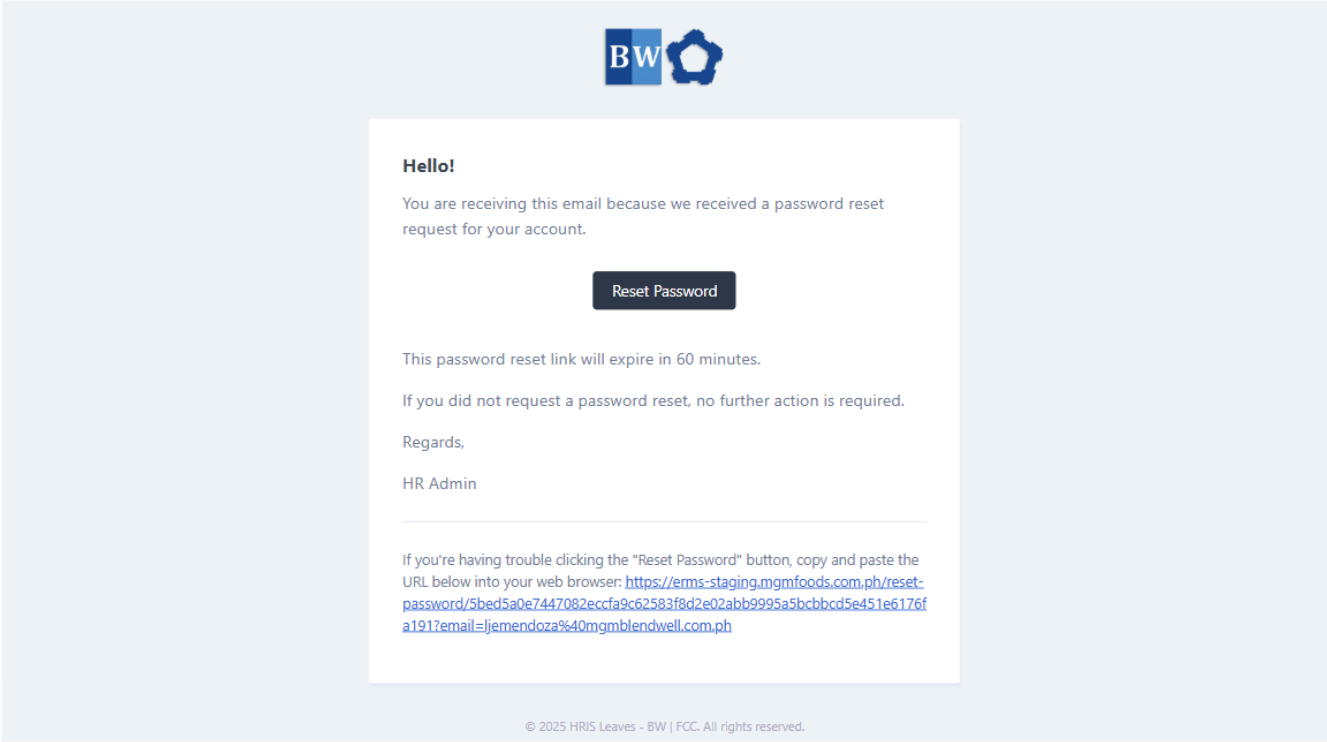
- **On the login page**, click "**Forgot your password?**" — it's located next to the **Login** button.



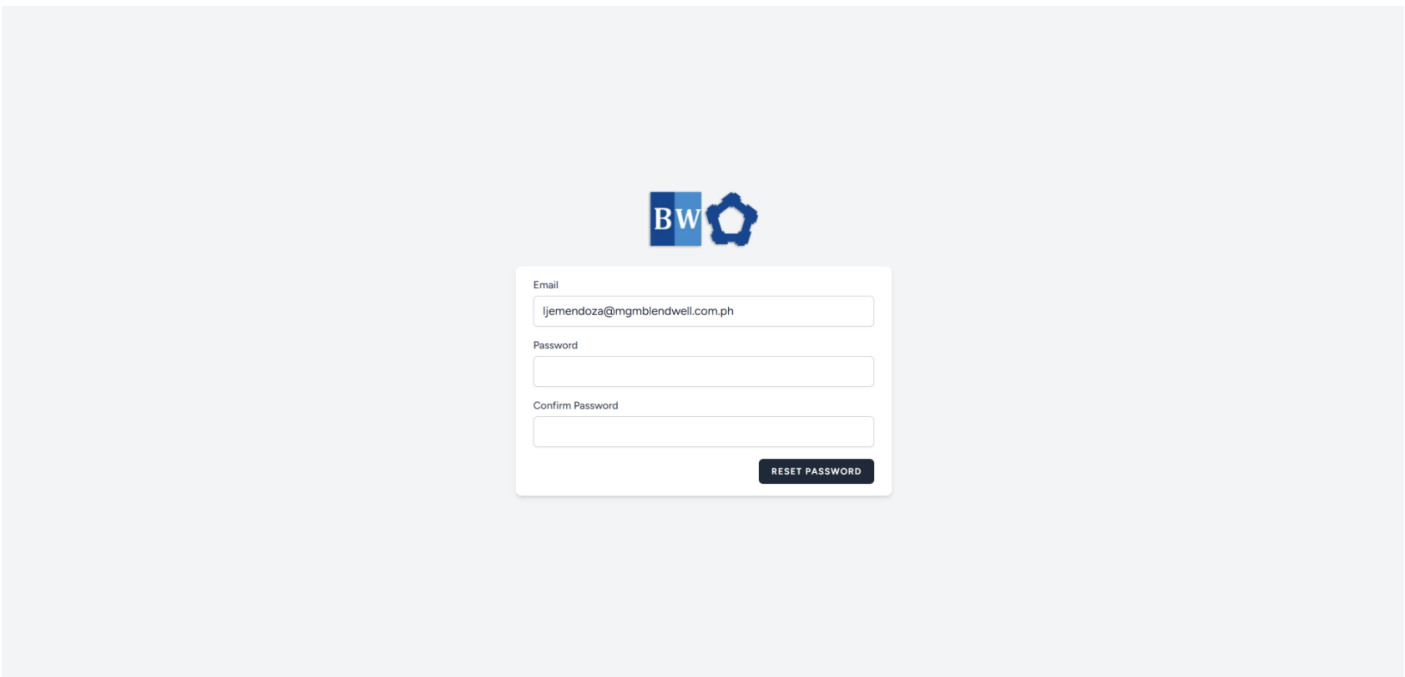
- You'll be redirected to the **Password Reset** page.



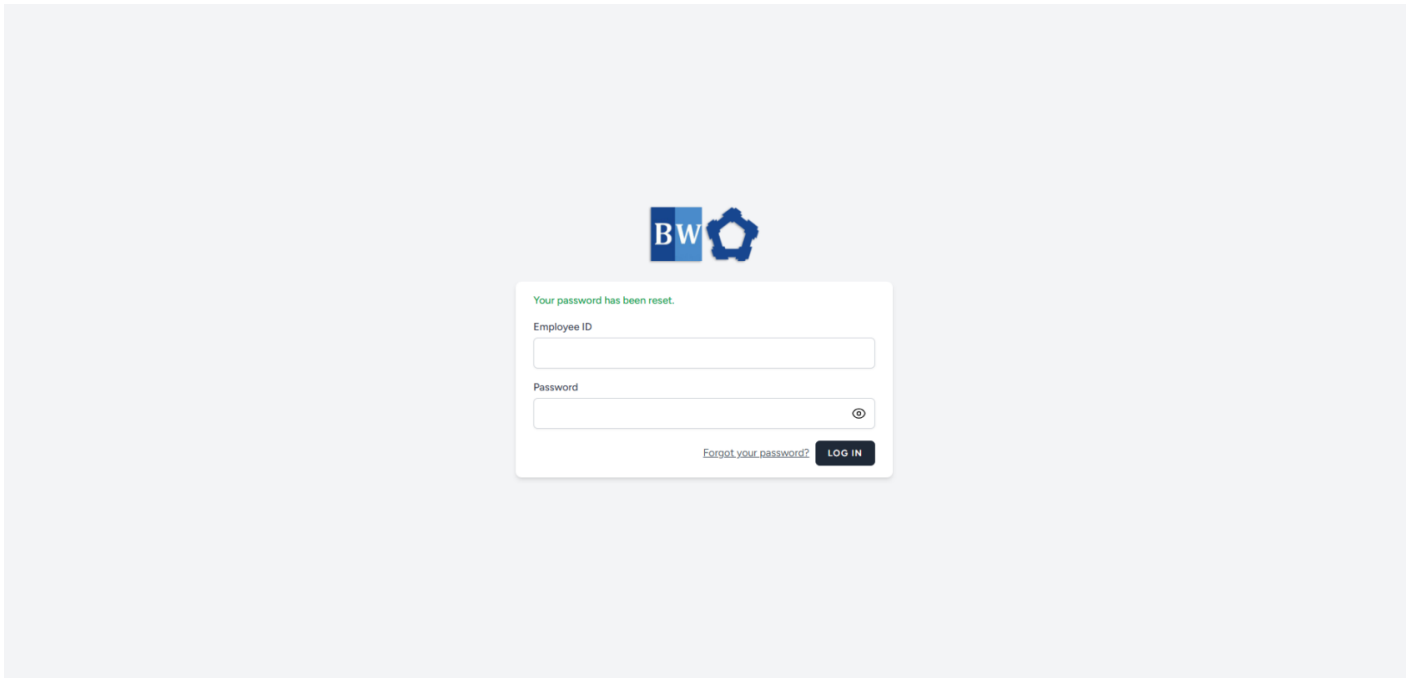
- Enter the **email address** you used to register in the system, then click the "**Email Password Reset Link**" button.
- Wait for the page to load. Once it's done, you'll see a message saying: "**We have emailed your password reset link.**"
- Check your email for **password reset link**.



- Open the email that was sent to you and click the "**Reset Password**" button.
- You'll be taken to a page where you can set a **new password** for your account.



- Enter your **new password** and confirm it by typing it again in the **Confirm Password** field.
- Click the "**Reset Password**" button to complete the process.
- After resetting your password, you'll be redirected back to the **Login page**.



- Enter your **Employee ID** and your **new password** to log in.

Revision #5

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