

Easy Time Clock provides password help for individuals who have forgotten their password. Below are instructions on how to reset an employee’s password.

Employee Password Help:

How to reset your employee’s password:

If an employee forgets his password, the time clock Administrator can reset the employee’s password.

1. Login as **Admin**
2. Go to **Main Menu | Employee Maintenance | Employee Setup** page

Employee	Password	Status	Last Login	Remove
Bill (Supervisor)	*****	<input checked="" type="radio"/> Active <input type="radio"/> Inactive		<input type="checkbox"/>
Brenda	*****	<input checked="" type="radio"/> Active <input type="radio"/> Inactive		<input type="checkbox"/>
Frank	*****	<input checked="" type="radio"/> Active <input type="radio"/> Inactive		<input type="checkbox"/>
Sue	*****	<input checked="" type="radio"/> Active <input type="radio"/> Inactive		<input type="checkbox"/>
New Employee				
		<input checked="" type="radio"/> Active <input type="radio"/> Inactive		

3. In the Password field next to that employee’s name, highlight and **delete the stars**

Brenda	*****	Brenda	
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4. **Type in the new password**

Brenda	sunnyday
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5. Click the **“Update”** button to save changes