

Has an employee forgotten his password? Follow these steps in the Admin account to reset or clear the password.

Setup tab, **Employee Setup**

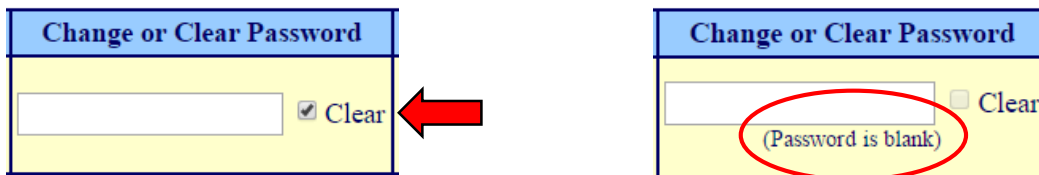
**Option 1:** To enter the new password yourself, type it into the Password column and Save Changes.

Username ▲	Change or Clear Password	Email	Status	Last Activity	Delete
Clay	<input type="text" value="pipboy4"/> <input type="checkbox"/> Clear		<input checked="" type="radio"/> Active <input type="radio"/> Inactive <input type="radio"/> Terminated	10/23/2015 10:02:44 AM	<input type="checkbox"/> Delete

For security, the password will disappear when you Save Changes. The employee can now use this password.

Username ▲	Change or Clear Password	Email	Status	Last Activity	Delete
Clay	<input type="text"/> <input type="checkbox"/> Clear		<input checked="" type="radio"/> Active <input type="radio"/> Inactive <input type="radio"/> Terminated	10/23/2015 10:02:44 AM	<input type="checkbox"/> Delete

**Option 2:** To clear the password and allow employee to change it himself, click the box next to “Clear” and Save Changes. Now you will see “Password is blank.”



Now when the employee logs in, he will leave the Password box blank and click “Login.” It will then prompt him to create a new password.

