

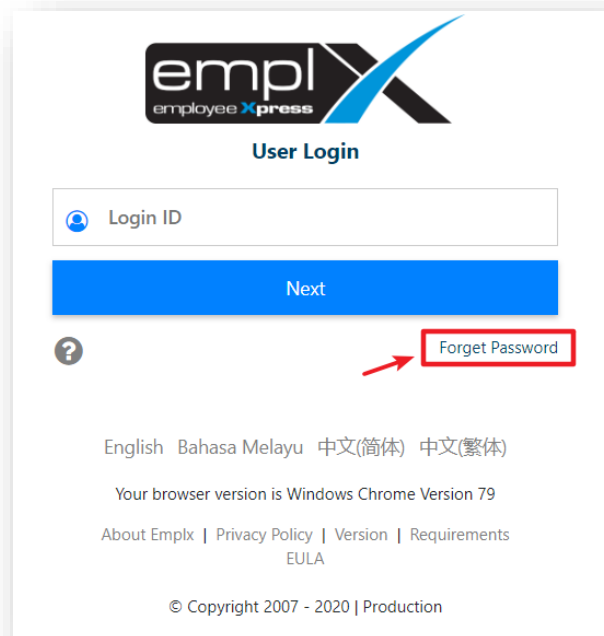
User Guide

How to Reset Password



HOW TO RESET PASSWORD

1. Under login page, click **"Forget Password"**.



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User Login

Login ID

Next

?

Forget Password

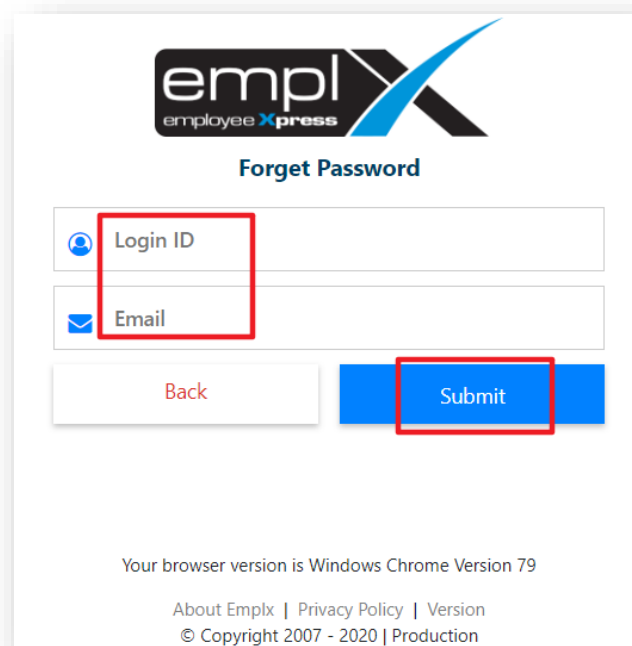
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2. Insert Login ID and Email address (*following the data created in the "Login Profile" – may refer to the HR Admin*)
3. Click "Submit"
4. Once done, you will receive an Email Notification to reset for a new password.



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Forget Password

Login ID

Email

Back

Submit

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