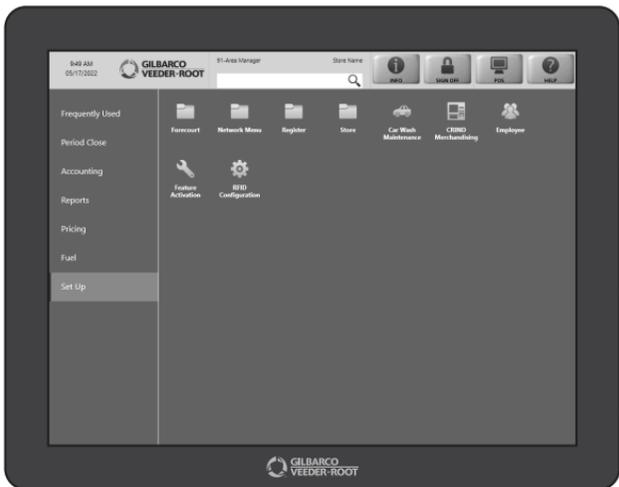


Did an employee forget their password and lock themselves out? **HOPEFULLY IT'S NOT MONDAY TOO.**



### FROM THE MANAGER WORKSTATION:

1. Select "Set Up"

Set Up

2. Select "Employee"



3. Select the employee

Employee ID	Last Name	First Name
1	Hester	Monica
22	smith	john
91	Manager	Area

4. Select "Change"



5. Click "Use Generic Password" and select "Save".

Use Generic Password (1234567)



6. Password will prompt the employee to create a new password when they next sign on.

MAKING THE PASSWORD MEMORABLE? **THAT'S ON THEM.**

