# Hire FORMS

## How to Reset Passwords (Employees and HR)

### Introduction

This will show you how to reset passwords and 2-factor authentication for any user in the system.

#### **STEP 1**

To Reset HR Admin or Staff:

From the home screen, hover over the HR user's name and select "Edit"

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To reset an employee password:

From the employee folder page, go to "Edit"

#### **STEP 2**

If you choose "Manually Update Password" you can choose an easy temporary password to give them to login. Be sure to click "Update" when done.

If you choose "Regenerate & Send Password" they will be emailed a temporary password to login with.

Upon logging in with the temporary password the will be required to chan it.

If needed, you can also reset their 2-Factor Authentication from this page.

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#### **STEP 3**

Manually updating the password will prompt you to create a password and confirm it. You must click "Update" at the bottom of the screen for this to save.

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Regenerate & Send will create a pop-up to confirm the password reset. Click "OK" to confirm.

