


# Employee Password Reset

**Note:** For more detailed information about the tasks described below, see the ezLaborManager online help. To access the online help, click the  button in the upper right corner of most ezLaborManager pages.

## To Reset an Employees password

- 1 From **SETUP**, click on Employees tab.
- 2 Search for employee on the search bar.
- 3 Click on the **Actions** blue drop down.
- 4 Select **Change Password**. Second window will open requesting a new password to be entered.
- 5 Enter new password and confirm.
- 6 Check **Reactivate User** if option is available
- 7 Click **Submit**

## Confirmation of Access Granted

- 1 From **SETUP**, click on Employees tab.
- 2 Search for employee on the search bar.
- 3 Verify Login Status displays **Access Granted**
- 4 If **Access is Denied** change to **Access Granted**
- 5 Click **Submit**

## Additional Assistance

If additional assistance is needed please call our support line at 866-296-6457 option# 2.