

User name

Forgotten user name?

Password

Forgotten password?

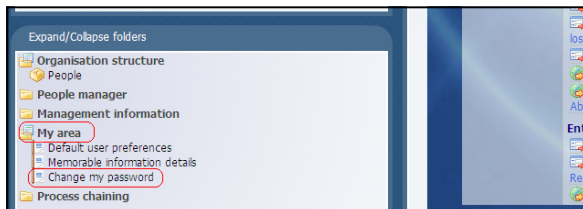
Contact administrator

Login

Changing your Password & Memorable Information

Change Your Password

- 1) When logged into People Manager, go to the bottom left hand corner of your screen and click on the **My Area** folder. Once this opens, click on the **Change My Password** form -



- 2) The page below will open. Here, you need to enter your current password, followed by your new password. Once happy, click **Save** -

Change my password: JOE12345

Current password:

New password:

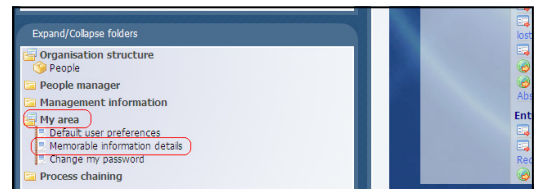
Confirm password:

- 3) Once saved, you will receive the notification below. You will now be able to use your password the next time you log into People Manager.

Your new password has been saved.

Change Your Memorable Information

- 1) When logged into People Manager, go to the bottom left hand corner of your screen and click on the **My Area** folder. Once this opens, click on the **Memorable Information Details** form -



- 2) The screen below will open -

Memorable information details: JOE12345

Memorable information has to contain between 10 and 25 characters, it cannot contain spaces nor be the same as your prompt, password or user name.

Memorable information

Prompt:

Answer:

Confirm answer:

Here you can change your memorable information. Once done, click **Save**. This will save your new information.

?

DID YOU KNOW?

You can use your **Memorable Information** to log in if you forget your password.