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Has an employee forgotten her password? You can either **clear it**, **reset it**, or **let her reset it**!
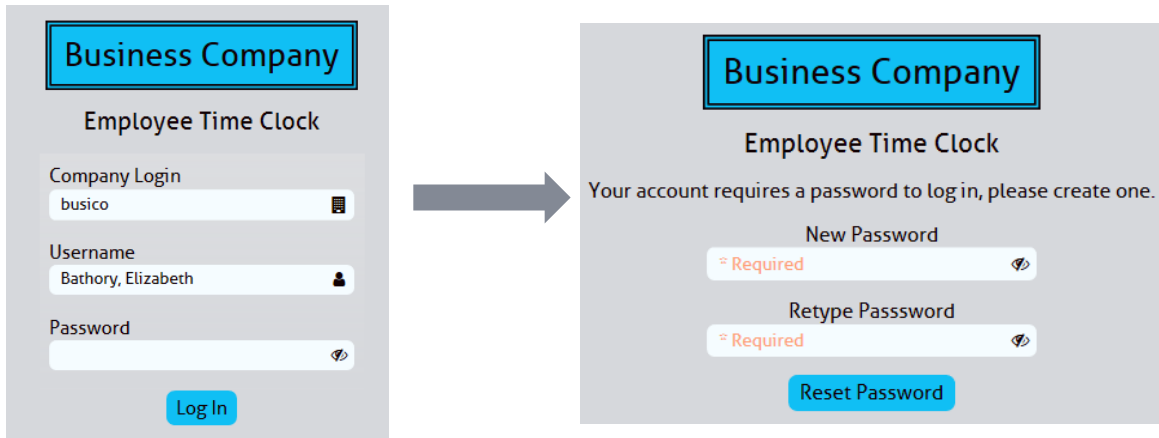
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Setup tab, **Employee Setup**

Option 1: Clear It

To clear the password and allow employee to set one again, click the box next to "Clear" and Save Changes. Now you will see "Password is blank."

Now when the employee logs in, she will leave the Password box blank and click "Login." It will then prompt her to create a new password.

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Setup tab, **Employee Setup**

Option 2: Change It

To enter the new password yourself, type it into the Password column and Save Changes.

Username ▲	Employee #	Change or Clear Password	Email	Status
Bathory, Elizabeth	13	iforgot ☐ Clear		● Active ○ Inactive ○ Terminated

For security, the password will turn into 7 asterisks when you Save Changes. The employee can now use this password.

Username ▲	Employee #	Change or Clear Password	Email	Status
Bathory, Elizabeth	13	******* ☐ Clear	☐ Send[?]	● Active ○ Inactive ○ Terminated

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Option 3: Let Employee Change It

By following these steps, employees will no longer need your assistance with resetting their passwords.

Setup tab, **Company Login**

First, make sure you have activated the setting for password reset.

Password Preference [What's This?] ☑ Employee access to change their own password
☑ Password required for Employee log in (Recommended)
Days for password to expire: Never ▾

Setup tab, **Employee Setup**

Second, make sure the employee has an email address associated with their username.

Username ▲	Employee #	Change or Clear Password		Email	
Bathory, Elizabeth	15	********	☐ Clear	elizabeth@easytimeclock.co⟩	☐ Send[?]

Now the employee can click "Forgot Password" on the login screen and follow the prompts.

Employee Time Clock

Please enter your email to get a password reset sent.

elizabeth@easytimeclock.com ✉

Submit

Need help? PDF / Video

Standard Log In | List Log In | Create Shortcut