

Reset Your Employee Portal Password Instructions

If you cannot remember your password it is best to reset it. After three attempts your account will be locked. Please follow the instructions below to reset your password.

1. Click FORGOT PASSWORD on the home screen.
2. Enter your USERNAME and click CONTINUE.
3. Answer your Security Question and click continue.
4. Enter your New Password, Confirm your Password. Click Reset.
*** Password must be 5 – 20 characters; Must contain one non-alphanumeric !@#%&*()

Please email someone in the finance department for the following:

- Cannot remember your Username.
- Your account has been locked.