

How to reset user passwords

Resending/Creating User Passwords to Guardian Users

1. Click on Administration Tab
2. Click on HR Users
3. Find the correct user's name
4. Under Personal Information Tab you will see Login Information
5. To send them a randomly generated password via email, click on Reset Password

** (side note- if they have been locked out of their Guardian system because they have tried and failed to login 5 times, you will notice that there is a box that is check marked that says "User May Not Login to System". In order for them to regain access, you must uncheck this box)**

Changing/Creating User Passwords

1. Click on Administration Tab
2. Click on HR Users
3. Find the correct user's name
4. Under Personal Information Tab you will see Login Information
5. If you would like to create them a unique Login Name and/or a unique Password: Type the Login Name and/or Password into the fields provided
6. To save the unique Login Name and/or Password, click Update Info
7. This will not generate an email, but will allow the user to access Guardian with the Login Name and/or Password that you have provided

How to update Login Information after receiving a randomly generated Login and Password**

1. Click on My Info Tab
2. Under Personal Tab you will see Login Information
3. Make Login Name and Password something that you will remember
4. Click Update Info in order to save any changes made

**If Administrator checked box "user must change password", system will prompt password change upon login.