

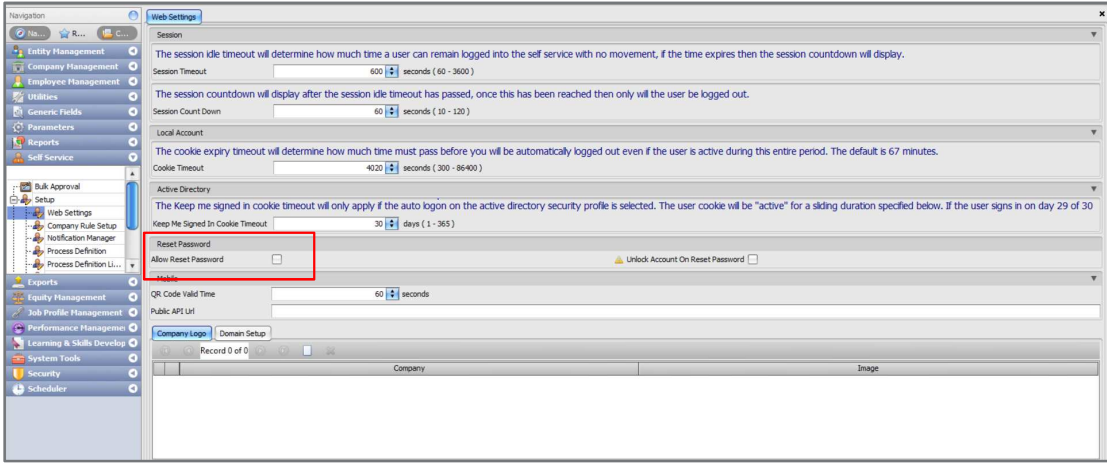
Self Service – Setup Reset Password on ESS



Users can now reset their password from the Web Self-Service login screen.

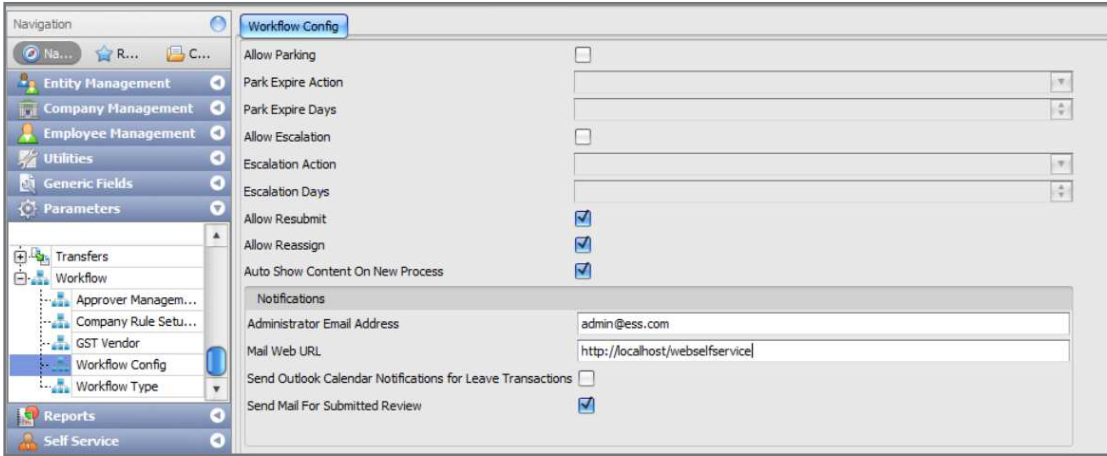
Setup on Sage 300 People system:

- Expand **Self Service**
- Expand **Setup**
- Select **Web settings**



The 'Mail Web URL' value must also be specified on the Workflow Config screen found under Parameters.

- Expand **Parameters**
- Expand **Workflow**
- Select **Workflow config**

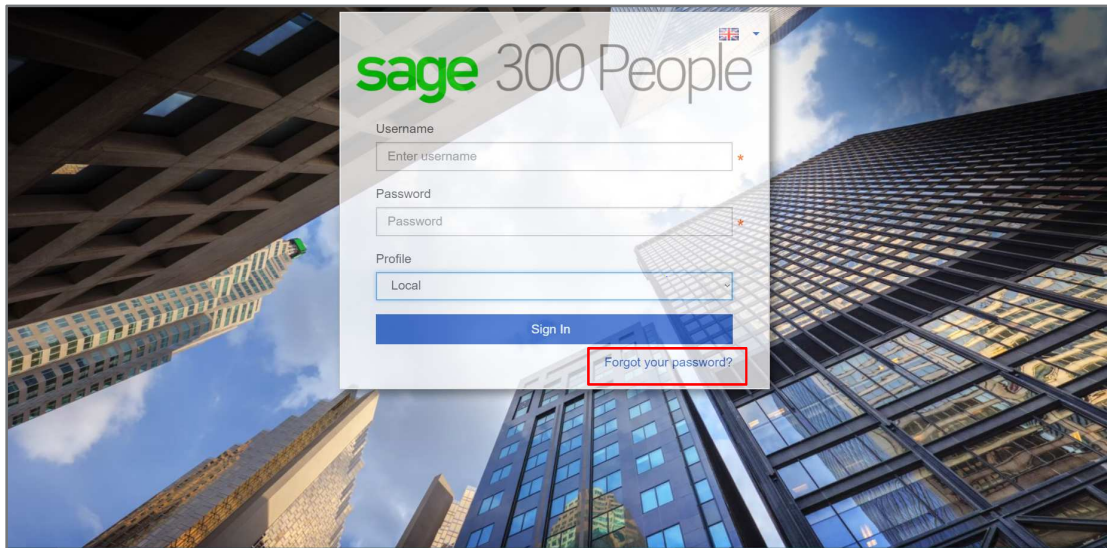


Actions on Web SS:

Click

Forgot Password

Note: If Active Directory is used, the 'Forgot your password?' Is not available.

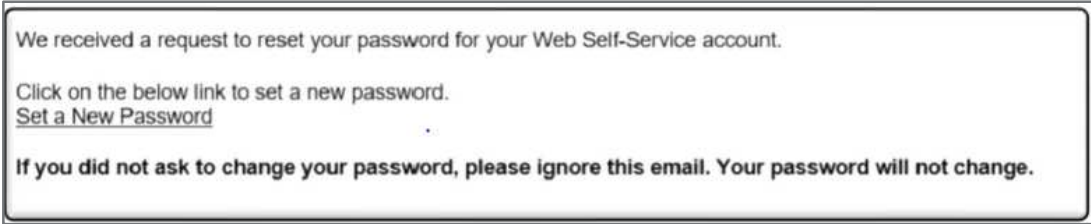


Enter

Email address and Login Username



Once successfully submitted, you will receive confirmation that an email is sent to the email address specified with a link to reset your password.



Once you click on the link, you can specify the new password.



This link can only be accessed once. If the window is closed or if you click on the link on the email again, you will be notified that the link is expired.

Once you have reset the password, you can login using the new password.