## 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

Navigation	Web Settings		×
⊘Ns	Session		Ψ
1 Entity Management	The session idle timeout will determine how much time a user can remain logged into the self service with no movement, if the time expires then the session countdown will display.		
Employee Management	Session Timeout	600 📦 seconds ( 60 - 3600 )	
Wilities	The session countdown will display after the session idle timeout has passed, once this has been reached then only will the user be logged out.		
📓 Generic Fields 🛛 🕙	Session Count Down 60 🛟 seconds (10 - 20)		
Parameters     A	Loal Acount		
Self Service	The cooke expiry timeout will determine how much time must pass before you will be automatically logged out even if the user is active during this entire period. The default is 67 minutes.		
Bulk Approval	Active Directory		¥
Web Settings	The Keep me signed in cookie timeou Keep Me Signed In Cookie Timeout	t will only apply if the auto logon on the active directory security profile is selected. The user cookie will be "active" fo	or a sliding duration specified below. If the user signs in on day 29 of 30
Notification Manager	Reset Password Allow Reset Password	📥 Unlock Account On Reset Password 🗌	
👱 Exports 🔹 🔇	14-bit		Ŧ
Equity Management	QR Code Valid Time	60 🔹 seconds	
Job Profile Hanagement	Public API UN		
Learning & Skills Develop 🔇	Company Logo Domain Setup		
System Tools	Record U of U	Correlativ	Imane
Security O		Composity	anoge
C scheduler U			

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

Expand	Parameters
Expand	Workflow
Select	Workflow config

Navigation	Workflow Config	
🕢 Na) 😭 R 🔒 C	Allow Parking	
antity Management	Park Expire Action	
Company Management	Park Expire Days	\$
📙 Employee Management	Allow Escalation	
🌠 Utilities	Escalation Action	T
🧃 Generic Fields	Escalation Days	÷
Parameters	Allow Resubmit	
· 내 내 Transfers	Allow Reassign Auto Show Content On New Process	
Approver Managem	Notifications	
Company Rule Setu	Administrator Email Address	admin@ess.com
GST Vendor	Mail Web URL	http://localhost/webselfservice
Workflow Config	Send Outlook Calendar Notifications for Leave Transactions	
Reports	Send Mail For Submitted Review	
A Self Service	0	

Enter

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



Email address and Login Username

4000	sage 300 People	
7 -	Forgot your password?	
= 7 21	to change your password. Email Address	
724	Enter your email address	
TRU	Username	
allinning	Enter your username	
a balance	Submit	
	Back to login	0000
A ST		
1 all the second		
Caller .		

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



We received a request to reset your password for your Web Self-Service account.

Click on the below link to set a new password. Set a New Password

If you did not ask to change your password, please ignore this email. Your password will not change.

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

	sage 300 People	
1 1	A NOTE: Closing this window will cancel this request. You will need to restart this process from scratch.	ALL COMPANY
-722	Set a new password New Password	
T	Enter new password	
minimum	Re-enter new password	
	A PERCENT	
and the second s		

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.